

VERA/VSIP Business Case Checklist

Region or Program Office: _____

Business Case

A brief, two-page summary that describes the circumstances leading to the request (e.g. efficiency/restructuring/reshaping,). Your business case must include a detailed summary of the program/region personnel and/or budgetary situation that will result in an excess of personnel due to workforce restructuring or reshaping. Review “Guiding Questions for Workforce Planning” for suggestions; example themes and justifications from past VERA/VSIP efforts are included in a separate file.

Information Required for VERA and VSIP Requests

- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

VSIP-Specific Information

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency’s organizational structure after the agency has completed the incentive payments.

VERA-Specific Information

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this statement: “The estimate of the total number of employees in the agency/organization who are expected to take early retirement is _____.”
- Provide a description of the types of personnel actions anticipated as a result of the program/region’s need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	\$ Amount
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	\$ Amount
Total Maximum Direct Costs	\$ Sum

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost		
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Example Theme and Justifications from Past VERA/VSIP Efforts

Theme: Use of VERA/VSIP to Restructure Nonsupervisory GS 13/14/15 Workforce

A significant proportion of EPA's workforce is classified in nonsupervisory high-graded (i.e., GS 13, 14 and 15) positions:

Several drivers impact the sustainability of this workforce distribution:

- Program priorities evolve over time. The specific knowledge that was once required to address a particular sector, program or pollutant may no longer be needed or may be needed at a level that is not sufficient to support a stand-alone, high graded position. In these cases, it can be difficult for individuals whose positions are based on such specific knowledge to effectively transition to other comparably graded work.
- Program evolution and process improvements impact the number of people we need as well as the required skill sets. Examples include:
 - Next Generation Compliance Strategy - Will require new skills in our technical and legal staff to utilize new monitoring technologies, work with communities and community-collected information on local impacts, and develop innovative enforcement approaches to improve compliance. These changes also impact regulatory and permitting personnel who assist states and others in adopting/issuing regulations and permits that are consistent with Next Generation principles.
 - Re-engineering our partnerships with States/tribes - Will require us to balance EPA's obligation to provide certain oversight/accountability with the need to avoid duplication of work. The ability to effectively manage these multiple roles requires a high degree of collaboration, communication and interpersonal skills.
 - Skills Marketplace and other collateral duty approaches - Moving from a 1 person/1 program approach to greater cross-training and work-sharing will support our mission regardless of where short or long-term vacancies arise. Employees will need greater collaboration and self-management skills, and an ability to apply their degrees/technical backgrounds to a variety of programs.
 - Advanced automation/IT technologies – Will continue to streamline and redefine our work, allowing people to manage workloads more effectively and with greater consistency. For example, in EPA's grants programs, the project officer role will benefit from automated applications, tracking and oversight. These are changes that will impact optimal workload. As the focal point for negotiations/issue resolution, PO's will require enhanced communication, matrix management and problem-solving skills.
- Current attrition rates inhibit change and impact our ability to retain the next generation workforce. Such low attrition rates restrict our ability to rebalance our future workforce in terms of size, skills, and grade distribution. Entry level hiring is limited, as is our ability to effectively restructure higher graded positions to focus on more transferable skills rather than specific programs, sectors or pollutants. These new positions, although fewer in number, would support sound succession management by ensuring the right

skills and competencies are in place for the next generation of senior technical staff and future managers.

Given these drivers, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS-13, 14 and 15's in our largest categories of technical/professional positions. To ensure we have a sufficient pool of applicants, we will open the VERA/VSIP to GS 14/15 supervisors/managers in these categories as well. Vacant supervisory/manager positions created by VERA/VSIP provide an opportunity to evaluate whether such positions should be eliminated or restructured based on skill gaps/workforce/span of control factors.

Example Justifications for Past VERA/VSIP Requests

Reshape the workforce by eliminating obsolete positions and consolidating skills

Reduce and rebalance FTEs as well as extramural program requirements

Implement Next Generation Compliance

Restructure FTE ceilings to meet changing priorities

Realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates

Reshape current workforce to correct significant competency gaps by creating a limited number of vacancies to recruit new staff with critical knowledge, skills and abilities in some current and new job classification series to create a higher-performing organization

Restructure, reorganize and reduce existing staff layers to improve organizational productivity while reducing the personnel ceiling number to meet agency reductions in staffing and associated payroll costs, and to reduce the number of supervisors and supervisory units

Reduce and rebalance the current top-heavy GS-13 to -15 grade structure so that the agency can recruit at lower grade and career ladder levels

Reshape and reduce scientific positions in a manner that yields a workforce with the skill sets to address the agency's highest science priorities, including reducing the current number of employees trained and working in traditional core research

Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences

Revitalize critical post-doctoral candidate program to increase our technical expertise, advance innovation, and employ cutting-edge ideas and techniques that are essential to effectively addressing interdisciplinary research problems

Restructure and realign offices

Reduce and reshape non-supervisory environmental program positions

Reduce and restructure the work assigned to employees in specific occupational series and grades to achieve staffing reductions, then restructure positions to recruit candidates having technologically advanced skills

Reduce the number of non-supervisory positions for specific occupations and grade levels

Supervisory ratios—10:1



**U.S. Environmental Protection Agency
Request for
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments
for
Organization XYZ**

- I. Introduction**
- II. Background**
- III. Reshaping the Workforce**
- IV. Budget Neutrality**
- V. Performance Measures to Assess Use of the VERA and VSIP Authority**
- VI. Template for VERA Requests**
- VII. Template for VSIP Requests**

Attachments:

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

**Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be
Offered to Targeted Positions by Office and Series**

**U.S. Environmental Protection Agency
Office XYZ,
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments**

I. Introduction

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency (EPA) is requesting approval authority through XX/XX/XX for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out). Organization XYZ will use these authorities to:

Both the VERA and VSIP opportunities will be offered to staff in targeted series in the XX components of Organization XYZ. As noted in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape their offices. This proposal sets a maximum number of VSIPs to be offered for each series in each office. Decisions on who receives VSIPs will be made on the basis of seniority.

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality

This request for VERA and VSIP authority, if approved, will be conducted so that no funds or resources other than those appropriated for use in Fiscal Year (FY) XXXX will be used or required.

As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests generally, Organization XYZ's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

V. Performance Measures to Assess Use of the VERA and VSIP Authority

The following performance measures will be used to assess the effectiveness of VERA and VSIP:

VI. Voluntary Early Retirement Authority (VERA)

1. The reason for the VERA request.

This should describe the circumstances leading to the request and explain why the agency believes that VERA will be an appropriate strategy for making the required adjustments in the workforce. This must include a detailed summary of the agency's personnel and/or budgetary situation that will result in an excess of personnel because of a substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

2. The time period for which VERA is requested.

The time period is _____.

3. The date when the substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping upon which this request is based is scheduled to occur. (Note: The date provided should not be earlier than the ending date provided in number 2 above.)

The date is _____.

4. The total number of permanent employees in the organization. (Note: If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number of permanent employees for the entire organization.)

The number is _____.

5. The total number of permanent employees who are expected to be involuntarily separated, transferred, reassigned, reclassified, downgraded, and/or appointed as a result of number 3 above. (Note: If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number of permanent employees for the entire organization.)

For example, if you are requesting VERA based on a need to reshape your workforce to correct skills imbalances, you will likely experience voluntary separations, reassignments, reclassifications, and new appointments. The sum of these anticipated actions is the number we're seeking.

The number is _____.

6. The total number of permanent employees in the organization who are eligible for voluntary early retirement (Note: If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number of permanent employees for the entire organization. Also, for this purpose, you should exclude all employees who are eligible for optional retirement.)

The number is _____.

7. The total number of permanent employees in the organization who are expected to take early retirement. (Note: If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number of permanent employees for the entire organization.)

The number is _____.

8. A description of the types of personnel actions you expect to take as a result of the actions described in number 3.

This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

VII. Voluntary Separation Incentive Payment (VSIP)

1. The reason for the voluntary separation incentive payment (VSIP) request.

This introduction should describe the circumstances leading to the request and explain why the agency believes that VSIPs will be an appropriate strategy for making the required adjustments in the workforce.

2. Identification of specific positions and functions to be reduced or eliminated identified by organizational unit, geographic location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge.

Organizational Unit:

Geographic Location:

Series:

Grade:

Skills and Knowledge (optional):

3. A description of the categories of employees who will be offered incentives.

This should be a description of all groups of employees who will receive VSIP offers. The agency should use categories such as position titles, occupational series, or function(s) performed (e.g., maintenance workers, support staff, etc.). The request should also specify the geographic area(s) where the employees are located. For example:

Do say “We plan to offer VSIP to auditors and accounting technicians in Des Moines, IA, accounting technicians in Dallas, TX, and auditors, accounting technicians and payrolls clerks in Orlando, FL”.

Don’t say “We plan to offer VSIP to auditors, accounting technicians, and payroll clerks in Des Moines, IA, Dallas, TX, and Orlando, FL”.

To summarize, while the category listing may be general in nature, the agency requesting VSIP authority identifies all categories of employees who will be offered VSIP, and the geographic location(s) where these positions are located.

4. The time period during which the agency will pay incentives.

The agency’s VSIP request should include narrative explaining both the time period during which the agency will offer VSIP, and the final date for employees accepting VSIP to separate from the agency’s employment roles.

The agency should also explain any factors that might cause delays or complications in its plans to offer VSIP. Finally, the agency should explain why it needs the amount of time it requested to offer VSIP.

The time period we request to complete our VSIP program is _____.

We expect employees that accept VSIP to be off the rolls by _____.

We anticipate that we will require that amount of time because _____.

5. The number and maximum amounts of voluntary separation incentive payments to be offered.

The number is _____.

The maximum amount that will be paid is _____.

6. A narrative description of how the organization will operate without the eliminated or restructured positions and functions.

7. A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

This chart should show the agency (or component within the agency, if the VSIP request is for a single component) minus the eliminated or restructured or redescribed positions (different grade, title, function(s), etc.). In order to effectively show the meaning of this information, it would be useful to display a current organization chart as well.

8. If the agency has requested, or will request, voluntary early retirement authority (VERA), a description of how that authority will be used in conjunction with VSIP.

This discussion should explain the extent to which the agency believes it will reach its voluntary separation goals by combining VERA with VSIP as an enticement for voluntary separation. If the agency believes the VERA, when used with VSIP may entice certain employees to retire early to receive a VSIP, it should provide that information and explain the anticipated, positive effect that VERA will have on the VSIP acceptance rate.

9. If the agency is offering separation incentives under other statutory authority, a description of how that authority is being used.

This provision is for agencies that may still have their own agency-specific VSIP law. If applicable, the agency should discuss the number of incentives it plans to offer under each VSIP statutory authority, broken down as described in item 2 above. If the agency has no single agency VSIP law, it should enter "not applicable" in response to this item.

Attachments

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

**Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be
Offered to Targeted Positions by Office and Series**

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 8/8/2017 5:35:30 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: VERA/VSIP Allocation Flexibility

Thanks Loretta.

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/8/2017 5:06:08 PM
To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Elizabeth [Engebretson.Lizabeth@epa.gov]
Subject: VERA/VSIP Allocation Flexibility
Attachments: EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adj....pdf

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

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What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

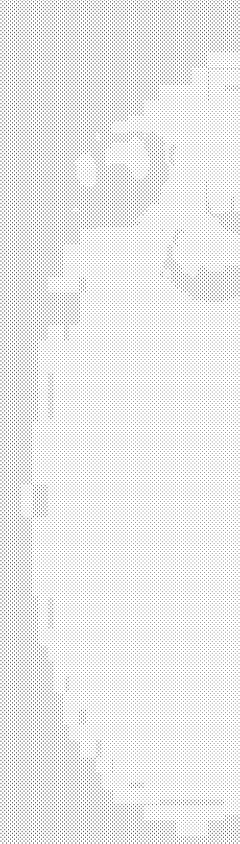
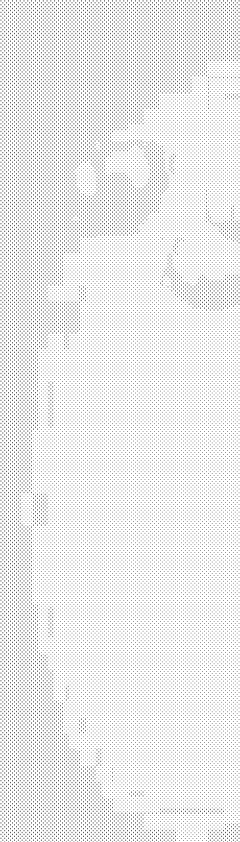
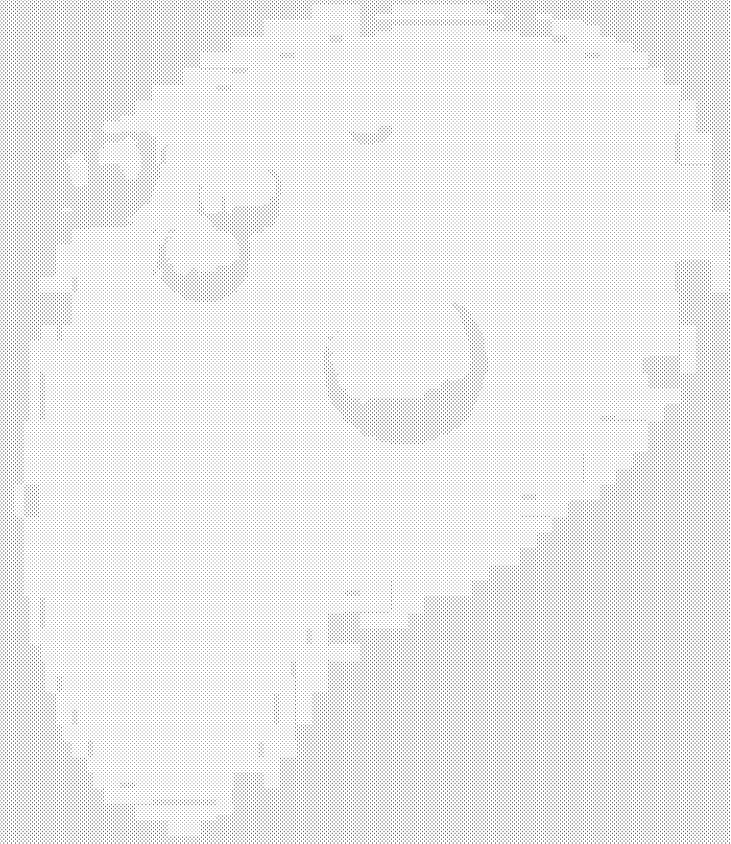
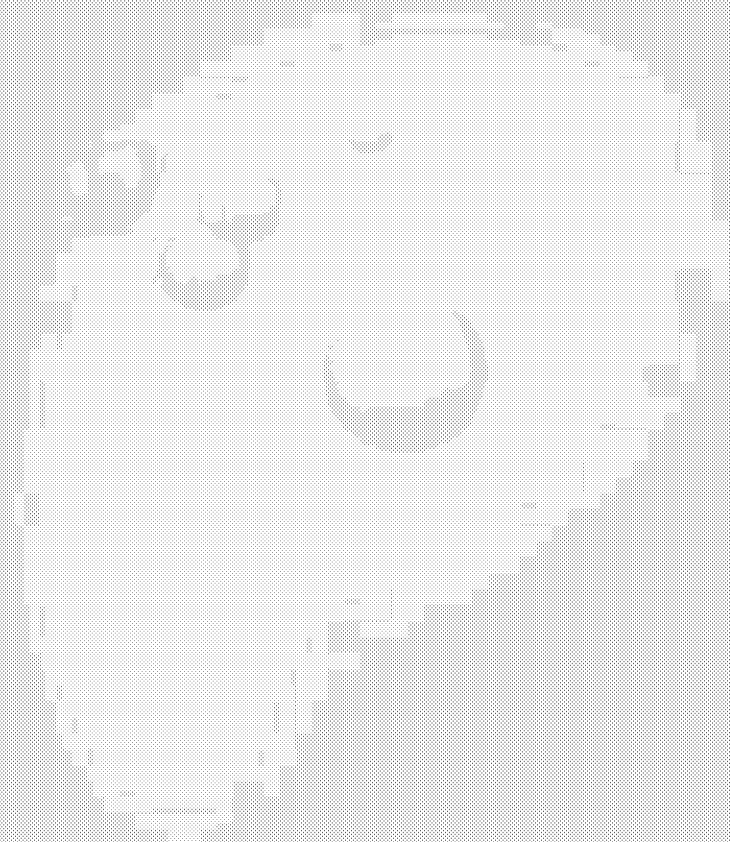
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Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



To: Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Ack, David[Ack.David@epa.gov]
Cc: McDonald, Joshua[McDonald.Joshua@epa.gov]
From: Gibson, Dave
Sent: Tue 8/8/2017 3:48:41 PM
Subject: RE: One Stop HQ Employee Separation Event for V/V

Sounds good.

Thanks

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Carpenter, Wesley
Sent: Tuesday, August 08, 2017 11:48 AM
To: Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>
Cc: McDonald, Joshua <McDonald.Joshua@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

Dave:

John will be getting the subject data for the entire agency from RTP tomorrow.

Wes

From: Gibson, Dave
Sent: Tuesday, August 08, 2017 11:25 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Ack, David <Ack.David@epa.gov>
Cc: McDonald, Joshua <McDonald.Joshua@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

Wes,

Maryann did say she would make an inquiry to the third floor regarding our concern. I didn't know John was following up on this.

Thanks

David Gibson, Director
Safety and Sustainability Division
US Environmental Protection Agency
1200 Pennsylvania Avenue
Washington, D.C. 20460
(202) 564-4242
Mail Code 3207T

From: Carpenter, Wesley
Sent: Tuesday, August 08, 2017 11:14 AM
To: Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>
Cc: McDonald, Joshua <McDonald.Joshua@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

Dave:

Thanks for the email and inquiry. John Showman reached out to the RTP HR SSC for that information earlier today. Let me make him aware of your needs. I will follow-up with you.

Wes

From: Gibson, Dave

Sent: Tuesday, August 08, 2017 11:08 AM

To: Ack, David <Ack.David@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: McDonald, Joshua <McDonald.Joshua@epa.gov>

Subject: FW: One Stop HQ Employee Separation Event for V/V

David/Wes,

Although HQ may not be affected much by the need for exit exams, could we possibly get a list of names across the Agency that have accepted the buyout? We would like to give FOH and the SHEMP managers as much notice as possible in case they need to handle a surge of exams in a very short window of time. It's my understanding that tomorrow is the final day to accept the buyout?

Thanks

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: McDonald, Joshua

Sent: Tuesday, August 08, 2017 8:10 AM

To: Gibson, Dave <Gibson.Dave@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

Right on Dave. No news on FOH having anything different than still needing some indication on how much support they'll need to be ready for. Are we at the point now that we could get names from HR or do we continue to put it on the SHEMPs (in that as they hear numbers/get names, they'll contact their health unit/look folks up in FRM to verify whether in medical surveillance)?

If you want me to follow up w/HR, just let me know. We could reach out to Wes. Thx!

Joshua T. McDonald

Environmental, Safety and Health Programs Branch
Safety and Sustainability Division

Phone: (202) 564-6816

Fax: (202) 564-0215

[http://](#) **Ex. 6 - Personal Privacy**

From: Gibson, Dave

Sent: Monday, August 07, 2017 10:50 AM

To: McDonald, Joshua <McDonald.Joshua@epa.gov>

Subject: FW: One Stop HQ Employee Separation Event for V/V

Josh,

I did mention to Maryann that we were trying to get a plan from FOH regarding a possible surge with exit exams. I don't think that will be an issue at HQ but it's hard to tell how many from HQ will be leaving that are in the OMSP. FMSD said they have H&S covered but I doubt they are thinking about exit exams.

David Gibson, Director

Safety and Sustainability Division

US Environmental Protection Agency

1200 Pennsylvania Avenue

Washington, D.C. 20460

(202) 564-4242

Mail Code 3207T

From: Petrole, Maryann

Sent: Monday, August 07, 2017 10:11 AM

To: Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>

Subject: RE: One Stop HQ Employee Separation Event for V/V

Excellent.

From: Jefferson, Gayle
Sent: Monday, August 07, 2017 10:10 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>; Morina, Lenee <Morina.Lenee@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>
Subject: RE: One Stop HQ Employee Separation Event for V/V

Maryann:

David has reached out to FMSSD & we are prepared to staff this upcoming event to cover parking, transit subsidy, H&S, badging, keys, and fitness center membership cancellations.

Gayle

Gayle L. Jefferson

Director

Facilities Management and Services Division (FMSSD)

OA/OARM/USEPA

Main Number: (202)564-2030

Direct Number: (202)564-1630

Cell Number: Ex. 6 - Personal Privacy

From: Jablonski, Janice
Sent: Friday, August 04, 2017 4:58 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Sterling, Sherry <Sterling.Sherry@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>; Ack, David <Ack.David@epa.gov>

Subject: Re: One Stop HQ Employee Separation Event for V/V

David Ack is coordinating.

Sent from my iPhone

On Aug 4, 2017, at 3:59 PM, Petrole, Maryann <Petrole.Maryann@epa.gov> wrote:

Hi Jan,

Are you all coordinating this? It hasn't come up at any of our staff meetings and the last departure date is Sep 1st, not sure that our folks will be departing that soon. Has OHR revised/leaned the checkout list? Would like some more info on this in the next week. Is this HQ-wide or just OARM? Thank you!

Maryann

From: Ack, David

Sent: Thursday, July 27, 2017 9:57 AM

To: Glazier, Kelly <Glazier.Kelly@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Kelty, Diane <Kelty.Diane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Mobashar, Mutahara <mobashar.mutahara@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

Cc: OARM Directors <OARM_Directors@epa.gov>

Subject: One Stop HQ Employee Separation Event for V/V

Importance: High

All,

OARM has scheduled an all-day one stop employee separation event for Wednesday, August 23, 2017 in the WJCS Room 2138. Tentative time is 8:00-5:30pm. We will need representatives from the Badging Office, Security (NSI Debrief and Credentials), Facilities, Transit Subsidy/Parking Subsidy/Parking Passes, SHEM, OITA (for passports) and the library. Please ensure that individuals from your organization have the appropriate authority are available to participate in this event.

Staff should bring a printed form 3110-1 which they will need to email to hrpayhelp@epa.gov to check the status of their leave balances, purchase cards and any other debts. They should email the form to cinwd_travel@epa.gov to terminate their travel card and ensure balances are zero.

We are expecting a representative from OITA for anyone that has passports, but be advised, staff with passports may have to report directly to OITA due to the sensitive nature and control procedures for passports. Please identify staff that will be able to be on hand to cover the entire day. I will be setting up a short meeting to go over the details with them. Please submit the names of your staff that will be supporting this event to ack.david@epa.gov by COB Friday, August 4th.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator

Lean Six Sigma Master Black Belt/OARM Lean Advocate

Office of Administration and Resources Management

Office of Resources, Operations and Management I/O

U.S. Environmental Protection Agency WJCN 3353H

1200 Pennsylvania Avenue NW

Washington, DC 20460

202-564-2885 (o)

Ex. 6 - Personal Privacy (C)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly everyday."

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/17/2017 11:55:06 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Re: FYI--Draft final V/V submission is now delivered--

Thank you everyone. I really appreciate it.

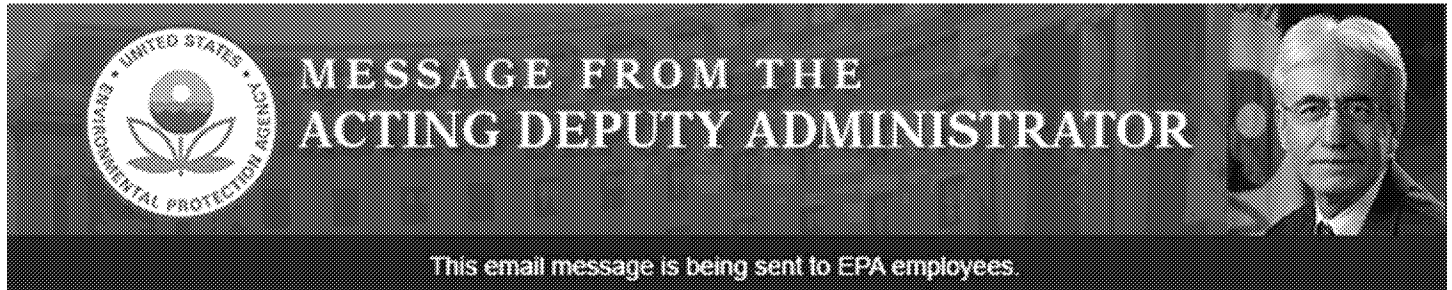
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Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

From: MassMailer [massmailer@epa.gov]
Sent: 6/1/2017 7:19:53 PM
To: MassMailer [massmailer@epa.gov]
Subject: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)



SUBJECT: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)
FROM: Mike Flynn
Acting Deputy Administrator
TO: All EPA Employees

Dear Colleagues,

In my April 17, 2017 memo to EPA senior management, I announced that we were beginning steps to initiate an early out/buyout program with a goal to complete the program by the end of September 2017. I wanted to give you an update on the current status and upcoming steps on the program.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment Authority (VSIP), often referred to as early outs and buy outs, can help us realign our workforce to meet changing mission requirements and move toward new models of work. The authority encourages voluntary separations and helps the Agency complete workforce restructuring with minimal disruption to the workforce.

Current Status

The Agency has begun a workforce reshaping effort in which headquarters and regional offices are reviewing their current organizations and analyzing where they can achieve efficiencies. As a result of these analyses, the Agency is planning to use VERA/VSIP where it makes sense and where it is aligned with these efficiencies. We will be working with the Agency's labor unions as we go through the VERA/VSIP process.

Headquarters and regional offices currently are working on VERA/VSIP business cases for their respective organizations. Our Office of Human Resources staff will review and consolidate these business cases into one agency-wide business case which will be submitted to the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for approval.

In developing our VERA/VSIP business case, we are considering multiple factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions. Details on the selection criteria for employees in the pool are still being worked out.

Next Steps

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

OPM' S VERA/VSIP links:

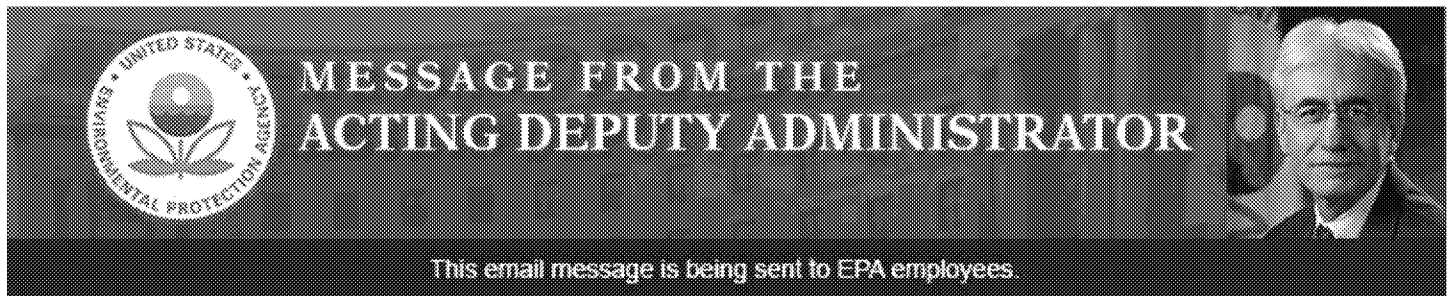
<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

EPA's VERA/VSIP link: <http://www.epa.gov/vera-vsip/>

Ex. 6 - Personal Privacy

From: Message from the Deputy Administrator [messagefromthedeputyadministrator@epa.gov]
Subject: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)



SUBJECT: Agency's Workforce Shaping through Voluntary Early Retirement and Separation Incentive Payment Authorities (VERA/VSIP)

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Next Steps

We plan to submit our agency-wide VERA/VSIP business case to OPM/OMB for approval later in June, and will work closely with OPM/OMB to help expedite the review process. We will provide you information on what positions will be included in the VERA/VSIP program as soon as possible, likely sometime in July. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the Agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Many thanks for your continued commitment to EPA's mission and public service. I am very proud to work alongside you.

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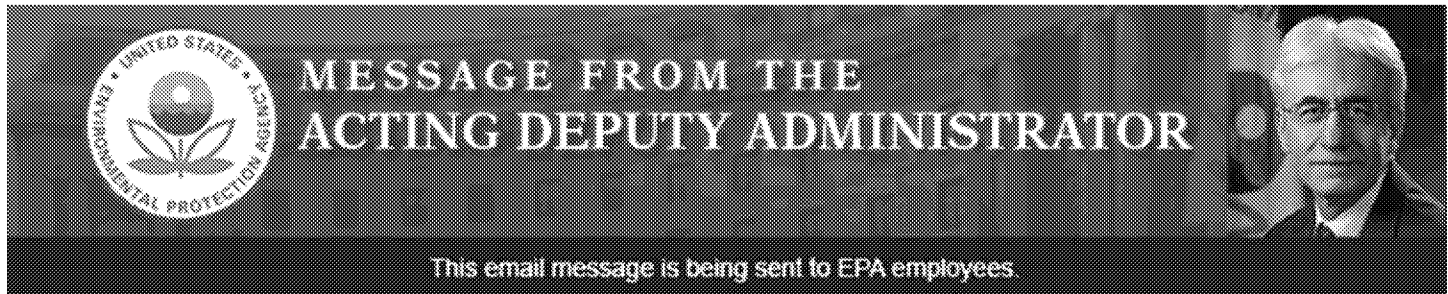
<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

EPA's VERA/VSIP link: [http://](#) **Ex. 6 - Personal Privacy**

Message

From: MassMailer [massmailer@epa.gov]
Sent: 6/20/2017 6:12:57 PM
To: Mass Mailer [Mass_Mailer@epa.gov]
Subject: Update on VERA/VSIP Opportunities



Dear Colleagues,

On June 1, 2017, I announced that the agency had begun a workforce reshaping effort in which headquarters and regional offices were reviewing their current organizations and analyzing where they can achieve efficiencies. On June 16, 2017, the agency submitted its draft request to the Office of Personnel Management and the Office of Management and Budget to use VERA (also known as early-out) and VSIP (also known as buy-out) where it makes sense and where it is aligned with these efficiencies.

Our agency-wide business case for VERA/VISIP reflects multiple factors, including increasing the staff to supervisor ratio; consolidating and streamlining functions; restructuring or reducing highly graded supervisory and non-supervisory positions; and focusing on core business functions, programmatic and STEM (science, technology, engineering and mathematics) priorities.

We expect to hear from OPM and OMB on our request by late June. In the interim, agency management will share with employees information on the grades, occupational series, and geographic locations within their organization that are included in the VERA and VSIP request. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the agency by early September. The decision to take advantage of a VERA or VSIP is entirely voluntary.

Throughout this process, we will be working with our union partners. We will provide more details as they become available. Thank you again for your support as we work through this together.

Mike Flynn
Acting Deputy Administrator

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/19/2017 2:50:30 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: FYI--Draft final V/V submission is now delivered--

Thanks, Wes.

Quite and relaxing...hope yours was too

From: Carpenter, Wesley
Sent: Monday, June 19, 2017 10:48 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: RE: FYI--Draft final V/V submission is now delivered--

Thanks, Marvin. I appreciate the follow-up and acknowledge Debbi's important role in submitting the 2017 EPA V/V proposal to OPM.

I hope you had a good Father's Day yesterday!!!

Wes

From: Schulman, Marvin
Sent: Monday, June 19, 2017 10:41 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: FYI--Draft final V/V submission is now delivered--

Linda & Wes –

Just now seeing Debi's email...Its worth pointing out that Debbi left out one team member – herself! She was working just as hard on this as any of us, and was pivotal in keeping us all on task in getting this done.

From: Gray, Linda
Sent: Saturday, June 17, 2017 9:15 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Date: June 16, 2017 at 8:25:26 PM EDT

To: "Hart, Debbi" <Hart.Debbi@epa.gov>

Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>

Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

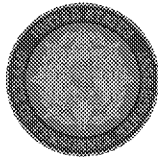
Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 8/4/2017 7:34:07 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7
Attachments: OHR Eligibility Listing.8.4.17.xlsx

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.



A New Day for the Civil Service

Overview of the Reduction in Force Process

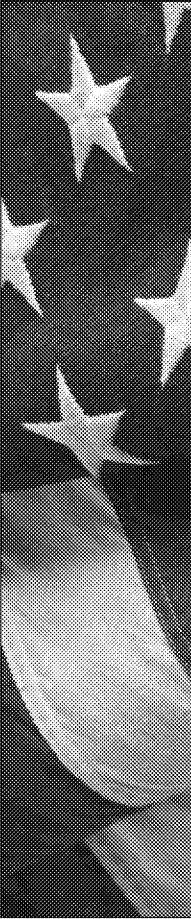
UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

1



What is Reduction in Force (RIF)?

- Objective procedures that determine who stays and who goes when Federal positions are abolished
- The focus is on protecting employee's retention rights



When is RIF Required?

- When employees will be involuntarily separated, downgraded, or furloughed due to...
 - Lack of funds
 - Shortage of work
 - Insufficient personnel ceiling
 - Reorganization
- ... and alternatives do not work
- Furlough duration determines if RIF or adverse action procedures apply



Management Alternatives to RIF

- Hiring freezes, attrition, selective appointments (temporary or term appointments instead of permanent)
- Voluntary or directed reassignments to any location
- Aggressive transition/placement programs
- Voluntary Early Retirement Authority (VERA)
- Voluntary Separation Incentive Payments (VSIPs or buyouts)



Management Decisions

- Agency management must:
 - Provide the reason(s) for the RIF
 - Determine the effective date
 - Decide which positions to abolish



Agency Mission

- All management decisions must consider the positions required to be retained for continued successful performance of the organization's and agency's mission
- For example, which positions should be:
 - Excepted from a hiring freeze
 - Included in VERA and/or VSIP offers
 - Abolished in a RIF



Key Terms in RIF

- These terms apply mainly to RIF
 - Competitive area
 - Competitive level
 - Retention factors
- Positions in the competitive area are organized by competitive levels (or master retention list), then the retention factors are applied to each potentially affected employee in that competitive area



Competitive Area

- Defines the limits within which employees compete for retention
- Defined by:
 - Organization
 - Geography (e.g., commuting area)



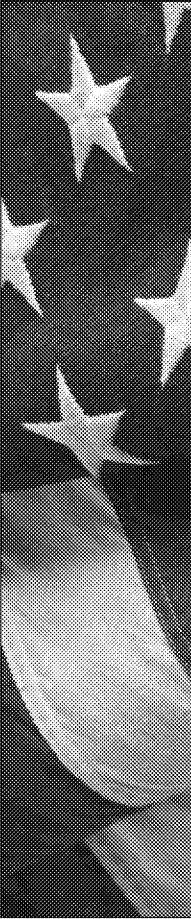
Competitive Area

- OPM sets the minimum standard in regulation
 - A subdivision of the agency under separate administration within the local commuting area
- There is no maximum standard -- could be defined as agencywide (organizationally) and/or nationwide (geographically)



What is “Separate Administration”?

- The subdivision is separately organized
- It is clearly distinguished from other units with regard to:
 - Operation
 - Work function
 - Staff
 - Personnel management
- Authority to take or direct personnel actions (e.g., establish or abolish positions)



Commuting Area

- Is established by the agency
- It must be reasonable
- Regulatory definition
 - Geographic area that constitutes one area for employment purposes (there is no mileage standard)



Competitive Level

- All jobs in the competitive area grouped by
 - Grade (or level) and classification series
 - Duties and qualifications
 - Separated by:
 - Service (competitive or excepted)
 - By appointing authority within the excepted service
 - Pay schedule (e.g., GS or WG)
 - Work schedule (e.g., full-time, part-time, seasonal)



A Quick Quiz

Put the RIF retention factors in order, beginning with the most important factor

- A. Seniority**
- C. Performance ratings**
- B. Veterans' preference**
- D. Tenure**



RIF Retention Factors in Order

- D. Tenure**
- B. Veterans' preference**
- A. Seniority**
- C. Performance ratings**



Retention Factors

❶ Tenure (appointment type)

❷ Veterans' preference

❶ + ❷ = SUBGROUP

❸ Length of service

❹ Performance

❸ + ❹ = RIF SERVICE DATE



Tenure

- Competitive service tenure groups:
 - I = Career
 - II = Career-conditional
 - III = Term, Indefinite
- Excepted service tenure groups:
 - I = Permanent
 - II = Serving trial period
 - III = Time-limited

NOTE: Most temporary employees are in Tenure Group 0 (no RIF rights)



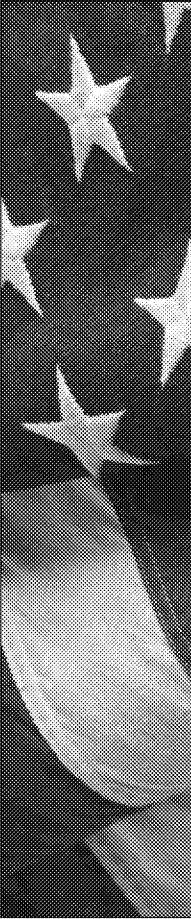
Veterans' Preference for RIF

- Veterans' preference for RIF includes an honorable conditions discharge or release and
 - Active duty service of more than 180 consecutive days before 10/15/76 or between 09/11/01 and 08/31/10;
 - Active duty service between 8/2/90 to 1/2/92;
 - Receipt of a campaign badge or expedition medal; or
 - Has a service-connected disability
- Derived preference (spouse, widow, widower, and mother) also applies in RIF



Veterans' Preference for RIF

- A military retiree is not a preference eligible for RIF unless:
 - Retirement was based on combat disability;
 - Retirement was based on less than 20 years of service; or
 - Retiree has been a Federal employee continuously since 11/30/64
- Rank at retirement also matters



Veterans' Preference Subgroups

- Subgroup AD = Preference eligible with a 30% or more service-connected disability
- Subgroup A = Preference eligible for RIF
- Subgroup B = Not a preference eligible for RIF and non-veterans



Length of Service

- Total civilian and military service (not just service in the agency)
- Retired military -- only service in a war or campaign or expedition is creditable



Performance Credit

- Credit is assigned to each of the three most recent ratings of record received in the previous 4 years
- Each rating equals a number of years credit
- Rating credits are averaged, rounded up to the next whole number
 - If no ratings were received during the 4-year period, a presumed rating is assigned



Crediting Performance

- Standard rating pattern
 - Outstanding = 20 years
 - Exceeds fully successful = 16 years
 - Fully successful = 12 years
- Mixed rating patterns
 - Agency sets values for each rating pattern between 12 and 20
- No credit for less than fully successful ratings



Retention Standing

- Retention standing is a formula applied to each employee
- Combines the four retention factors (tenure, veterans' preference, length of service, performance)
- Ranks each competing employee in relation to others
- Example

Career + non-veterans' preference eligible +
SCD of 06/27/77 – 12 (average of 3 fully
successful ratings) = IB, 06/27/65



Retention Register

- A retention register is a list of all competing employees in retention standing order
- May be listed two ways
 - By competitive level
 - By competitive area, often called an absolute or master retention register



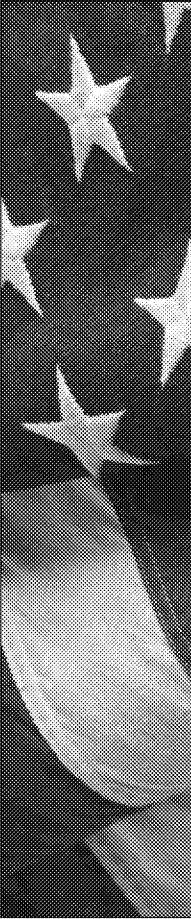
Competitive Level Retention Registers

201-12	301-11	201-11	201-9
Al IAD 1/1/75	Ed IIA 5/5/85	Gina IA 7/7/65	Hal IA 9/9/73
Barb IA 2/2/72		Tim IB 8/8/88	Igor IB 6/6/83
Carl IA 3/3/89			Jo IIB 2/2/78
Pat IB 4/4/88			



Master Retention Register

Al	IAD	1/1/75	201-12
Gina	IA	7/7/65	201-11
Barb	IA	2/2/72	201-12
Hal	IA	9/9/73	201-9
Carl	IA	3/3/89	201-12
Igor	IB	6/6/83	201-9
Pat	IB	4/4/88	201-12
Tim	IB	8/8/88	201-11
Ed	IIA	5/5/85	301-11
Jo	IIB	2/2/78	201-9



Round 1 Competition

- Abolished positions are noted on the retention registers in affected competitive levels
- Competition rules determine who stays in the competitive level and who is released
- Most released employees go on to Round 2 competition



Round 1 Competition

Competitive Level 201-12

Al	IAD	1/1/75	201-12W
Barb	IA	2/2/72	201-12X
Carl	IA	3/3/89	201-12Y
Pat	IB	4/4/88	201-12Z



Round 2 Competition

- Assignment Rights -- Competitive service employees released in Round 1 with at least a minimally successful rating may:
 - Bump: Displace an employee in a lower subgroup IF qualified
 - Retreat: Displace an employee in the same subgroup with less service IF held the job before
- Excepted service and tenure group III employees have assignment rights only if granted by the agency



Bump

- Displace an employee
 - In a lower tenure group
 - Group I can bump anyone in Group II or III
 - In the same tenure group but lower subgroup
 - IAD can bump IA or IB
 - IA can bump IB
 - IIAD can bump IIA or IIB
 - IIA can bump IIB
- Must qualify for the position



Bump Example

- Ed (IIA 1/1/85), a GS-301-11, can bump Jo (IIB 2/2/78), a GS-201-9, because
 - Ed's IIA subgroup is higher than Jo's IIB subgroup
 - Ed qualifies for Jo's GS-201-9 job
- It does not matter that Ed never held a 201-9 or that Jo has more service



Retreat

- Displace an employee
 - In the same tenure group and subgroup
 - With less service
 - If held the same job, or an essentially identical one, on a permanent basis in the Federal service



Retreat Example

- Pat (IB, 4/4/88), a GS-201-12, can retreat to the GS-201-11 held by Tim (IB, 8/8/88) because:
 - Both Pat and Tim are in the same subgroup
 - Pat has more service than Tim
 - Pat formerly held Tim's GS-201-11 position, or an essentially identical one



Assignment Right Requirements

- Assignment rights are to an available position
- An available position
 - Will last at least 3 months
 - Is in the competitive service and in the same competitive area
 - Is the same work schedule (full-time, part-time)
 - Is within 3 grades or intervals
 - Subgroup AD can retreat 5 grades or intervals



Possible RIF Results

- Reassignment
- Downgrade
- Separation



Benefits Information

- If downgraded
 - Grade or pay retention
 - Repromotion priority
- If separated
 - Severance pay or annuity
 - Unemployment compensation



Agency Counseling

- Benefits:
 - Life Insurance and health benefits
 - Severance pay or retirement options
 - Thrift Savings Plan options
- Career transition and placement assistance
 - Career Transition Assistance Plan (CTAP) - priority to stay with agency
 - Reemployment Priority List (RPL) - priority to return to agency
 - Interagency CTAP (ICTAP) - priority in other agencies

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

37



Employee Rights

- 60-day specific RIF notice
- Review retention register and official records related to the employee's RIF action
- Appeal or grieve a downgrade or separation
 - To the Merit Systems Protection Board (MSPB)
 - Under negotiated grievance procedure if RIF is not excluded



On-line Tools for Agencies

- RIF law, 5 U.S.C. 3501 – 3504
 - <http://uscode.house.gov>
- RIF regulations, 5 CFR part 351
 - <http://ecfr.gpoaccess.gov>
- Workforce Reshaping Operations Handbook
 - Available under the Agency References tab at www.opm.gov/Reduction_In_Force
 - Restructuring alternatives
 - RIF planning and mechanics
 - CTAP, ICTAP, and RPL



On-line Tools for Employees

- RIF related summaries and guides available under the Employee References tab at www.opm.gov/Reduction_In_Force
 - Summary of Reduction in Force
 - Summary of Reassignment
 - Employee's Guide to Reduction in Force Benefits
 - Employee's Guide to Career Transition
- Federal job listings - www.usajobs.gov



Pam Galemore
Recruitment and Hiring
Employee Services
U.S. Office of Personnel Management
202-606-2414
pamela.galemore@opm.gov

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

- A. What is/are the applicable Administrator's priority/ies and business processes for my organization?
- B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?
- C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?
- D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?
- E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the agency's significant numbers of retirement eligible employees, competition for top notch talent especially in cutting edge areas)?
- F. Does my organization need to undergo structural change so that the workforce can most effectively meet its mission?
- G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?
- H. How do A-G above affect my program/regional office?

Positions - Identification of Key Functions and Skill Sets

- A. Which skills do we have and which do we need?
 - What skill sets are needed?
 - Specifically, what do we need more of (GS series, grade)?
 - Which occupations will be affected by scientific and technological advancements?
 - What opportunities exist for retraining?
 - What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
 - How will technology be used to enhance services provided and create efficiencies for employees?
 - What new functions/skills are needed?
 - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
 - Specifically, what work do we no longer need to do (or need to do less of) given changing agency priorities or changing business practices?
- What skill sets are no longer needed or can be reduced?
 - How will work be redefined to address priorities?
 - Specifically, what can we decide to scale back?

Technical Considerations for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions (title, series, grade, locations)?
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)?
7. What is the maximum number of offers (approvals)?
8. How are we going to decide who receives an offer/approval?

VERA/VSIP Business Case Checklist

Region or Program Office: _____

Business Case

A brief, two-page summary that describes the circumstances leading to the request (e.g., change in Administrator priorities, de-emphasis of specific programs). Your business case must include a detailed summary of the program/region personnel and/or budgetary situation that will result in an excess of personnel due to workforce restructuring or reshaping. Review “Guiding Questions for Workforce Planning” for suggestions; example themes and justifications from past VERA/VSIP efforts are included in a separate file.

Information Required for VERA and VSIP Requests

- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

VSIP-Specific Information

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency’s organizational structure after the agency has completed the incentive payments.

VERA-Specific Information

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this statement: “The estimate of the total number of employees in the agency/organization who are expected to take early retirement is _____.”
- Provide a description of the types of personnel actions anticipated as a result of the program/region’s need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	\$ Amount
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	\$ Amount
Total Maximum Direct Costs	\$ Sum

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost		
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

VERA/VSIP Checklist

Region or Program Office: _____

Business Case

A brief, two-page summary that describes the circumstances leading to the request (e.g., change in Administrator priorities, de-emphasis of specific programs). Your business case must include a detailed summary of the program/region personnel and/or budgetary situation that will result in an excess of personnel due to workforce restructuring or reshaping.

Information Required for VERA and VSIP Requests

- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

VSIP-Specific Information

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

VERA-Specific Information

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this statement: "The estimate of the total number of employees in the agency/organization who are expected to take early retirement is _____."
- Provide a description of the types of personnel actions anticipated as a result of the program/region's need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

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B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

VERA/VSIP Schedule for SSC Actions
(Pending final agreement with the unions and OPM/OMB approval of requests)
July 19, 2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	✓ 6/2/17
Provide draft request to OPM/OMB	✓ 6/16/17
Notify unions of V/V submission	✓ 6/20/17
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	✓ 6/20/17
Provide template communications (general notification for office and notice to employees in targeted positions) to NPMs/Regions; office-specific communications can be sent to employees AFTER approval is received	✓ 7/6/17
OPM/OMB approval	✓ 7/10/17
Notify unions of approval	✓ 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification to all employees	✓ 7/12/17
AAs/RAs send notice to employees in targeted positions	✓ 7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	8/4/17
Responses due back to SSC from RHRO/PMOs	8/8/17
Employee Selected/Non-selected Letters Sent	8/9/17
RHRO/PMOs ensure VSIP/Retirement FPPS actions are initiated/authorized with correct accounting; separation and records management responsibilities completed	8/10/17-9/2/17
HR SSCs evaluate the wait list and send new offers as appropriate	8/18/17
Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/17
Last effective date for employee separations	9/2/17

Example Justifications for Past VERA/VSIP Requests

April 2017

Reshape the workforce by eliminating obsolete positions and consolidating skills

Reduce and rebalance FTEs as well as extramural program requirements

Implement Next Generation Compliance

Restructure FTE ceilings to meet changing priorities

Realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates

Reshape current workforce to correct significant competency gaps by creating a limited number of vacancies to recruit new staff with critical knowledge, skills and abilities in some current and new job classification series to create a higher-performing organization

Restructure, reorganize and reduce existing staff layers to improve organizational productivity while reducing the personnel ceiling number to meet agency reductions in staffing and associated payroll costs, and to reduce the number of supervisors and supervisory units

Reduce and rebalance the current top-heavy GS-13 to -15 grade structure so that the agency can recruit at lower grade and career ladder levels

Reshape and reduce scientific positions in a manner that yields a workforce with the skill sets to address the Agency's highest science priorities, including reducing the current number of employees trained and working in traditional core research

Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences

Revitalize critical post-doctoral candidate program through resumption of hiring to increase our technical expertise, advance innovation, and employ cutting-edge ideas and techniques that are essential to effectively addressing interdisciplinary research problems

Restructure and realign offices

Reduce and reshape non-supervisory environmental program positions

Reduce and restructure the work assigned to employees in specific occupational series and grades to achieve staffing reductions, then restructure positions to recruit candidates having technologically advanced skills

Reduce the number of non-supervisory positions for specific occupations and grade levels

Supervisory ratios—10:1

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

- A. What is/are the applicable Administrator's priority/ies and business processes for my organization?
- B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?
- C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?
- D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?
- E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's significant numbers of retirement eligible employees, competition for top notch talent especially in cutting edge areas)?
- F. Does my organization need to undergo structural change so that the workforce can most effectively meet its mission?
- G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?
- H. How do A-G above affect my program/regional office?

Positions - Identification of Key Functions and Skill Sets

- A. Which skills do we have and which do we need?
 - What skill sets are needed?
 - Specifically, what do we need more of (GS series, grade)?
 - Which occupations will be affected by scientific and technological advancements?
 - What opportunities exist for retraining?
 - What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
 - How will technology be used to enhance services provided and create efficiencies for employees?
 - What new functions/skills are needed?
 - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
 - Specifically, what work do we no longer need to do (or need to do less of) given changing agency priorities or changing business practices?
- What skill sets are no longer needed or can be reduced?
 - How will work be redefined to address priorities?
 - Specifically, what can we decide to scale back?

Technical Criteria for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions? (title, series, grade, locations)
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
7. How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
8. How long are do we want the authority (the ending date of the authority)?
9. When is the last date that employees must be off the rolls (cannot be beyond the ending date of the authority)?
10. What is the maximum number of offers (approvals)?
11. How are we going to decide who receives an offer/approval?

Use of VERA/VSIP to Restructure Nonsupervisory GS 13/14/15 Workforce

A significant proportion of EPA's workforce is classified in nonsupervisory high-graded (i.e., GS 13, 14 and 15) positions:

Several drivers impact the sustainability of this workforce distribution:

- Program priorities evolve over time. The specific knowledge that was once required to address a particular sector, program or pollutant may no longer be needed or may be needed at a level that is not sufficient to support a stand-alone, high graded position. In these cases, it can be difficult for individuals whose positions are based on such specific knowledge to effectively transition to other comparably graded work.
- Program evolution and process improvements impact the number of people we need as well as the required skill sets. Examples include:
 - Next Generation Compliance Strategy - Will require new skills in our technical and legal staff to utilize new monitoring technologies, work with communities and community-collected information on local impacts, and develop innovative enforcement approaches to improve compliance. These changes also impact regulatory and permitting personnel who assist states and others in adopting/issuing regulations and permits that are consistent with Next Generation principles.
 - Re-engineering our partnerships with States/tribes - Will require us to balance EPA's obligation to provide certain oversight/accountability with the need to avoid duplication of work. The ability to effectively manage these multiple roles requires a high degree of collaboration, communication and interpersonal skills.
 - Skills Marketplace and other collateral duty approaches - Moving from a 1 person/1 program approach to greater cross-training and work-sharing will support our mission regardless of where short or long-term vacancies arise. Employees will need greater collaboration and self-management skills, and an ability to apply their degrees/technical backgrounds to a variety of programs.
 - Advanced automation/IT technologies – Will continue to streamline and redefine our work, allowing people to manage workloads more effectively and with greater consistency. For example, in EPA's grants programs, the project officer role will benefit from automated applications, tracking and oversight. These are changes that will impact optimal workload. As the focal point for negotiations/issue resolution, PO's will require enhanced communication, matrix management and problem-solving skills.
- Current attrition rates inhibit change and impact our ability to retain the next generation workforce. Such low attrition rates restrict our ability to rebalance our future workforce in terms of size, skills, and grade distribution. Entry level hiring is limited, as is our ability to effectively restructure higher graded positions to focus on more transferable skills rather than specific programs, sectors or pollutants. These new positions, although fewer in number, would provide career advancement opportunities for existing GS-12's,

thus supporting retention and sound succession management by furthering the next generation of senior technical staff and future managers.

Given these drivers, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS-13, 14 and 15's in our largest categories of technical/professional positions. To ensure we have a sufficient pool of applicants, we will open the VERA/VSIP to GS 14/15 supervisors/managers in these categories as well. Vacant supervisory/manager positions created by VERA/VSIP provide an opportunity to evaluate whether such positions should be eliminated based on workforce/span of control factors; vacancies that need to be filled will assist with our workforce profile goals since the likely pool of candidates is our GS13 and 14 staff.

Checklist for VERA Requests

Agency: _____

Component(s): _____

Date of Request: _____

- 1.a. ____ Request is signed by the head of the agency or a specific designee with delegated authority.
- 1.b. ____ Request identifies the agency or organizational unit(s) for which a determination is requested.
2. ____ Clearly states reason(s) why the authority is needed:

This should describe the circumstances leading to the request and explain why the agency believes that VERA will be an appropriate strategy for making the required adjustments in the workforce. This must include a detailed summary of the agency's personnel and/or budgetary situation that will result in an excess of personnel because of a substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

3. ____ Identify the date on which the agency expects to effect the substantial delayering, etc.

The date provided should not be earlier than the ending date provided in number 4 below.

4. ____ Show the time period during which the agency plans to offer VERA.
5. ____ Provide the total number of non-temporary employees in the agency or component of the agency undergoing change.

If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number of permanent employees for the entire organization.

6. ____ Provide the total number of non-temporary employees in the agency who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the agency's situation.

If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide this number for the entire organization.

7. ____ Provide the total number of employees in the agency/organization who are eligible for early retirement.

If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number for the entire organization. Also, for this purpose, you should exclude all employees who are eligible for optional retirement.

8. ____ Include an estimate of the total number of employees in the agency/organization who are expected to take early retirement. The number is _____.

If you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide the number for the entire organization.)

9. ____ Provide a description of the types of personnel actions anticipated as a result of the agency's need for VERA.

This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

Voluntary Separation Incentive Payment Guide

Checklist for VSIP Requests

Agency: _____

Component(s): _____

Date of Request: _____

A. The agency's request includes a: ____ VSIP Implementation Plan ____ Human Capital Plan?

The intended use of VSIP:

The plan includes:

1. ____ Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position).
2. ____ A description of the categories of employees who will be offered incentives (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility)
3. ____ The time period during which incentives may be paid.
4. ____ The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved).
5. ____ A description of how the agency will operate without the eliminated/restructured positions.
6. ____ A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.
7. ____ If the agency has requested VERA, an explanation of how that authority will be used in conjunction with VSIP.
8. ____ If the agency is offering separation incentives under other statutory authority, a description of how that authority is being used.
9. ____ Verification that Agency VSIP/VERA reports are up to date (i.e., have been submitted to OPM in compliance with any existing authorities. 20

VERA/VSIP Overview

June 2017

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This presentation is to provide the viewer with general information regarding retirement under a VERA/VSIP. In addition to the VERA/VSIP overview, the presentation will also provide general information about optional retirement and some frequently asked questions.

Contact information will be provided within the presentation for the Cincinnati, Las Vegas and Research Triangle Park Shared Service Centers within the agency.

VERA / VSIP

**VERA – Voluntary Early Retirement
Authority**

**VSIP – Voluntary Separation Incentive
Payment**

2

VERA stands for Voluntary Early Retirement Authority – this is also sometimes referred to as an early-out. A VERA allows employees that are currently not otherwise eligible for retirement to retire.

VSIP stands for Voluntary Separation Incentive Payment – this is also sometimes referred to as a buy-out. VSIP is the money that is paid to employees that elect to separate from their agency.

For the remainder of the presentation we will use the terms VERA and VSIP.

Eligibility

- Notification of VERA/VSIP opportunities will be provided by Program/Regional Offices.
- Specifics of VERA/VSIP will be identified in correspondence sent to employees.
- If your application is approved, you will be provided with the necessary paperwork, instructions on how to proceed and timelines for submission of your paperwork.

Eligibility for a VERA/VSIP.

Once approval from the Office of Personnel Management has been received for a VERA/VSIP, notification will be provided to employees in writing from their program or regional office.

Specifics of the VERA/VSIP, which will include information such as the approved employee categories, the dates of the application period, how to apply and the effective date of the separation window will be provided in the communication sent to employees.

Your servicing Shared Service Center will review your application and notify you of your eligibility and the next steps that are needed.

General Eligibility for VERA

1. Meet the minimum civilian service requirement which is 5 years of creditable civilian service;
2. Meet the minimum age and service requirements

Age 50 with at least 20 years of creditable service
OR
Any age with at least 25 years of creditable service;
3. Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

4

There is general eligibility that is required for a VERA. You are eligible for the VERA if you meet the following criteria.

1. You must meeting the minimum civilian service requirement which is 5 years of creditable civilian service.

The 5 years of creditable service means is that you must have worked at least 5 years in federal service. You cannot have made a military deposit for any of these 5 years.

As an example, you cannot have been working in the federal government for 1 year and then have completed a military deposit for 4 years to make your 5 years of service.

2. You must meet the minimum age and service requirements, which are age 50 with at least 20 years of creditable service OR be any age with at least 25 years of creditable service.

3. You have been continuously employed by the agency for at least 31 days before the date your regional or program office initially requested approval from the Office of Personnel Management (OPM) for a VERA.

General Eligibility for VERA (con't)

4. Hold a position that is not a time-limited appointment;
5. Have not received a final removal decision based upon misconduct or unacceptable performance;
6. Hold a position covered by the agency's VERA; and;
7. Retire under the VERA option during the agency's VERA window.

4. You are serving under an appointment without time limitation.
5. You have not received a final removal decision based on misconduct or unacceptable performance.
6. You are serving in a position covered by your regional or program office's VERA offer.
7. You must retire under the VERA option during the agency's VERA window.

General Eligibility for VSIP

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer;
5. Separate by the date determined by the agency.

There is also general eligibility for the incentive payment.

1. You are eligible for a VSIP if you are serving under an appointment without time limitation.
2. You have been currently employed by the Federal Government for a continuous period of at least three years.
3. You are serving in a position covered by your regional or program office's VSIP offer.
4. You apply for and receive approval for a VSIP from the agency making the VSIP offer.
5. You separate by the separation date determined by the agency.

Employees Excluded from VSIP

- Reemployed annuitants;
- Those who are or would be eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or unacceptable performance;
- Previously received any VSIP from the Federal Government;

(continued on next slide)

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An employee is not eligible for a VSIP if any of the following criteria applies.

If you are a reemployed annuitant.

If you have a disability such that you are, or would be eligible for disability retirement.

If you have received a decision notice of involuntary separation for misconduct or unacceptable performance.

If you have previously received a VSIP from the federal government. You can only receive one separation incentive during your Federal Career.

Employees Excluded from VSIP

(continued from previous slide)

- Are on transfer employment with another organization and covered by statutory reemployment rights;
- During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
- During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
- During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

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If you are on a transfer employment with another organization and covered by statutory reemployment rights.

If you performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid.

If you performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid.

And, if you performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid.

Lump Sum Payment Under VSIP

Eligible employees accepting the VSIP will receive the LESSER of two amounts:

- \$25,000 **OR**
- The equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

Eligible employees accepting the VSIP will receive the LESSER of two amounts.

They will receive \$25, 000 OR the equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

Severance Pay Computation

- ※ For severance pay, an employee is entitled to one week of basic pay for each year of service up to the first 10 years, plus 2 weeks basic pay for each year of service beyond 10 years.
- ※ In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that an employee is over age 40.
- ※ The maximum amount of severance pay is one years salary.

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The Severance Pay Computation is as follows:

An employee is entitled to receive one week of basic pay for each year of service up to the first 10 years of service, plus 2 weeks of basic pay for each year of service beyond 10 years.

In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that the employee is over age 40.

The maximum amount of severance pay is one years salary.

The severance pay calculation comes in to play more often when an employee is resigning their position, however your servicing Shared Service Center will compute the severance pay to determine the lesser of the two amounts.

Separation Incentive

- The MAXIMUM amount that EPA can pay for each buy-out is \$25, 000 (gross).
- The net amount that you receive will be LOWER after appropriate taxes, social security and Medicare deductions are subtracted.
- A VSIP payment can also be garnished for child support, alimony and debts.

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The maximum amount that the agency can pay for each buy out is \$25,000 (gross).

GENERALLY.....The \$25,000 is the lesser payment unless the employee has not been with the Federal government very long.

The net amount of the incentive payment received will be lower after appropriate taxes, Social Security and Medicare deductions are withheld.

An incentive payment can also be garnished for child support, alimony or other debts.

Separation Incentive

IMPORTANT INFORMATION

If you return to the Federal Government within 5 years of the payment of your Separation Incentive you will owe the VSIP payment back to the agency that made you the payment.

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This is EXTREMELY IMPORTANT INFORMATION to know regarding a VSIP. If you return to the Federal Government within 5 years of the payment of your Separation Incentive, you will owe the VSIP payment back to the agency that made you the payment.

You will owe the entire gross amount back to the agency, not just the net amount that you received.

Phased Retirement and VERA/VSIP

- An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP.
- An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.
- An employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

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Phased Retirement and VERA/VSIP.

An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP consistent with the agency's VSIP authority and any eligibility criteria in 5 U.S.C. Chapter 35, Subchapter II, and 5 CFR part 576.

An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.

An employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

Retirement Systems

CSRS – Civil Service Retirement System

CSRS Offset – Civil Service Retirement System Offset

FERS – Federal Employees Retirement System

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There are three retirement systems that are available. We will be discussing information regarding each of the retirement systems.

The Civil Service Retirement System is referred to as CSRS.

The Civil Service Retirement System Offset which is referred to as CSRS Offset or Offset.

And the Federal Employees Retirement System referred to as FERS.

Retirement Income

- CSRS – Retirement income consists of an annuity payment from the Office of Personnel Management (OPM).
- CSRS Offset – Annuity payment from OPM and monthly benefit from Social Security when eligible.
- FERS – Annuity from OPM (including possible supplement); Social Security when eligible; Thrift Savings Plan

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Your retirement income under CSRS consists of a monthly annuity payment from the Office of Personnel Management, which is referred to as OPM.

Your retirement income under CSRS Offset consists of a monthly annuity payment received from OPM and a monthly benefit from Social Security when you are eligible. The retiree will receive a full CSRS annuity until age 62, when the offset takes place, whether or not the retiree begins to receive their Social Security benefit or not.

Your retirement income under the FERS retirement system comes from three separate sources. You will receive a monthly annuity from OPM which may include a FERS supplement if you are eligible; you will also receive a monthly annuity from Social Security when you are eligible and thirdly, you will also be able to draw an income from the Thrift Savings Plan (TSP).

CSRS and Offset – VERA

- Age 50 with 20 years of federal service OR any age with 25 years of federal service.
- 2% permanent reduction for each year under age 55 at the time of retirement.

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The age and service requirements for a VERA under the CSRS and CSRS Offset retirement systems are as follows. You can be age 50 with at least 20 years of federal service OR any age with at least 25 years of federal service.

If you are under CSRS or CSRS Offset and elect to take the VERA but are under the regular age requirement which is 55, you will take a PERMANENT REDUCTION to your annuity. The reduction is 2% per year for each year that you are under age 55 at the time of your retirement. The amount of the reduction is prorated by each month that you are under age 55. As an example, if you retire at age 54 ½ at the time of your retirement, the reduction would be 1% because you are 6 months less than the age requirement.

Under CSRS, your annuity is calculated at approximately 2% of your high 3 average salary for each year of Federal Service. Generally your last 3 years of service are your highest 3 years of earnings.

Age and Years of Service Requirements for Optional Retirement CSRS and Offset

- Age 62 with 5 years (must be civilian service; not military)
- Age 60 with 20 years
- Age 55 with 30 years

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There are age and service requirements that must be met by all employees to apply for an optional retirement.

For CSRS and CSRS Offset employees, the age and service requirements are as follows.

Age 62 with 5 years of creditable service,
Age 60 with 20 years of creditable service,
Age 55 with 30 years of creditable service.

In all retirement options, the 5 years must be civilian service.

CSRS or CSRS Offset employees who transferred into FERS are considered FERS employees and will follow FERS age and years of service requirements.

FERS – VERA

- Age 50 with 20 years of federal service **OR** any age with 25 years of federal service.
- No reduction in your annuity if are under age 55 unless you have a CSRS component.

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The FERS requirements for a VERA are age 50 with 20 years of federal service OR any age with 25 years of federal service.

Unlike CSRS, there is not a reduction in your annuity if you are under age 55 unless you have a CSRS component in your calculation.

Under FERS, your annuity is calculated at 1% of your high 3 average salary for each year of Federal Service. Generally your last 3 years of service are your highest 3 years of earnings.

If you are age 62 or older with at least 20 years of Federal Service your annuity is calculated at 1.1% of your high 3 average salary.

The annuities for Law Enforcement Officers (LEO's) are calculated at a different percentage because they contribute more to the retirement system.

If you are a FERS employee with a CSRS component (meaning you have a portion of your annuity calculated under CSRS) and you are under age 55, the CSRS component of your annuity will be calculated based on the age reduction as discussed earlier.

Age and Years of Service Requirements for Optional Retirement FERS

- Age 62 with 5 years (must be civilian service; not military)
- Age 60 with 20 years
- MRA (minimum retirement age) with 30 years
- MRA (minimum retirement age) + 10 years

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There are service and age requirements that must be met by all employees to apply for retirement.

Employees covered under the Federal Employees Retirement System (FERS) must meet the following criteria:

Be at least age 62 with 5 years of federal service,
Be at least age 60 with 20 years of federal service,
Minimum Retirement Age (MRA) with 30 years of federal service, or
Minimum Retirement Age (MRA) with 10 years of federal service.

An employee's minimum retirement age is based on the year that they were born and can range between age 55 and 57. The chart on the next slide will display the minimum retirement age based on the year that you were born.

In all retirement options, the 5 years must be civilian service.

Minimum Retirement Age (FERS)

If you were born	Your MRA is
Before 1948	55
In 1948	55 and 2 months
In 1949	55 and 4 months
In 1950	55 and 6 months
In 1951	55 and 8 months
In 1952	55 and 10 months
In 1953–1964	56
In 1965	56 and 2 months
In 1966	56 and 4 months
In 1967	56 and 6 months
In 1968	56 and 8 months
In 1969	56 and 10 months
In 1970 and after	57

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FERS employees retiring under the MRA+10 will have a 5% reduction for every year under age 62. This is a permanent reduction to your annuity.

Civil Service or Offset employees who transferred into FERS are considered FERS employees and will follow FERS age and years of service requirements.

The chart displayed here identifies the Minimum Retirement Age (MRA) that an employee under FERS can retire in conjunction with the years of service required.

As an example, someone born in 1966 has a minimum retirement age of age 56 years and 4 months.

Please take a moment to review the chart and identify your MRA.

SICK LEAVE CREDIT

- Hours of unused sick leave are converted into years, months and days and are then added to your years, months and days of service time.
- Annuities are calculated on years and months of service (including sick leave). Any excess days are not included in the calculation.
- Sick leave hours cannot be used to meet eligibility for retirement, but are included in the computation of the annuity.

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At the time of retirement, hours of unused sick leave are converted to years, months and days and are then added to your years, months and days of service. Your monthly annuity is calculated and paid on years and months of service. Anything in the days conversion is not used in the monthly retirement calculation and are forfeited upon retirement.

An 8 hour day of sick leave is not equivalent to a day in the calculation formula.

A day is equivalent to 5.83 hours of sick leave.

There is a sick leave conversion chart on OPM's webpage at www.opm.gov

Sick leave hours cannot be used to meet eligibility for retirement, however sick leave is used in the computation of the annuity.

CSRS – Cost of Living Adjustment COLA

- CSRS and Offset annuities are adjusted for inflation each year.
- The amount of the COLA is based on the annual increase in the Consumer Price Index.
- When a COLA is given, it is for the previous year that was just completed and is prorated based on how long you were retired in that year.

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CSRS and CSRS Offset annuities are adjusted for inflation each year. The Cost of Living Adjustment is referred to as a COLA.

The amount of the COLA is based on the annual increase in the Consumer Price Index.

When a COLA is given, it is for the previous year that was just completed and is prorated based on how long the employee was retired in that year. The COLA runs from December of a given year until the following November. As an example, if someone retires at the end of December and there is a COLA in January, the retiree is not entitled to the COLA because it was for the year prior thru November and the employee was not retired during that year. A COLA is prorated based on when the employees retirement was in the preceding year.

FERS – Cost of Living Adjustment COLA

- Except for disability retirees, a FERS annuity is NOT adjusted for inflation before age 62.
- At age 62, the annuity is adjusted by the FERS inflation index, which is the change in the Consumer Price Index minus 1%. Often referred to as a “Diet Cola”.
- If the Consumer Price Index is less than 2% , retiree receives the entire amount of increase.

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FERS retirees and the Cost of Living Adjustment.

Except for disability retirees, a FERS annuity is NOT adjusted for inflation before the retiree is age 62.

At age 62, the annuity is adjusted by the FERS inflation index, which is the change in the Consumer Price Index minus 1%. This is also referred to as a “Diet Cola”.

If the Consumer Price Index is less than 2% for any given year, the retiree then receives the entire amount of the increase.

FERS Annuity Supplement

- FERS employees who retire under age 62 AND are entitled to an immediate unreduced, non-disability annuity will receive a supplement to their annuity from the Office of Personnel Management until age 62.
- The supplement stops at age 62 no matter if the retiree files for Social Security or not.
- The supplement is calculated based on the Social Security benefit earned during FERS service only.

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The FERS Annuity Supplement is an amount that OPM pays to FERS employees who retire at their minimum retirement age (MRA), who retire under age 62 AND are entitled to an immediate unreduced, non-disability annuity. The supplement to a retiree's annuity from the Office of Personnel Management is paid until age 62.

The supplement stops at age 62 no matter if the retiree files for their Social Security benefit or not.

Active duty MILITARY SERVICE in which a deposit was made under FERS is not used in the annuity supplement calculation.

A quick way to compute your FERS supplement estimate is take your number of years of FERS SERVICE only and divide it by 40. This will give you a percentage. That percentage is the percent of the amount that the Social Security Administration (SSA) indicates that you will receive at age 62.

When asking your servicing office to prepare an annuity estimate for you and you are a FERS employee, it is in your best interest to provide the office with a copy of your most recent SSA statement so that your supplement estimate will be calculated as close as possible. Otherwise your supplement estimate will run too high.

Employees Social Security statements are no longer mailed to your home address, but are available at the Social Security Website which is www.socialsecurity.gov/mystatement

FERS Supplement

- Supplement is subject to earnings test.
- It is reduced if you earn more than the exempt amount of earnings in the preceding year.
- Earnings limit for 2017 is \$16,920
- Supplement is reduced by \$1.00 for every \$2.00 of earnings over the minimum level.

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Like Social Security Benefits, your FERS retirement supplement is subject to an earnings test.

It is reduced if you earn more than the exempt amount of earnings in the immediately preceding year.

Your FERS supplement is reduced by \$1.00 for every \$2.00 of earnings over the minimum level.

The earnings limit for 2017 is \$16,920.

The earnings limit for 2016 was \$15,720.

It is possible that your supplement could reduce to \$0 – HOWEVER, your FERS basic benefit will not be reduced.

If you are receiving a supplement, you must report any earned Social Security your earnings to OPM. You will receive instructions on how to report your earnings when it is required.

FERS Supplement and VERA

IMPORTANT INFORMATION

**Under a VERA, the supplement
does NOT begin until the
retiree reaches their Minimum
Retirement Age (MRA)**

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This is extremely important information regarding the FERS Supplement and employees that accept a VERA.

Under a VERA, the FERS supplement does NOT begin until the retiree reaches their Minimum Retirement Age (MRA).

Benefits Information

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We will now spend some time going over benefit information in retirement and how retirement and a VERA can potentially effect some of your benefits.

Federal Employees Health Benefits

- To continue Federal health insurance into retirement, employees must generally meet a requirement of being enrolled in the Federal Employees Health Benefits Program for at least 5 years prior to retirement, or since their first opportunity to enroll.
- Otherwise, the employee must request that OPM waive the 5 year participation requirement.

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Federal Employees Health Benefits (FEHB).

To continue Federal health insurance into retirement, employees must generally meet the requirement of being enrolled in the Federal Employees Health Benefits Program for at least 5 consecutive years prior to retirement, or since their first opportunity to enroll. You do not have to be enrolled in the same plan for 5 years prior to retirement but just be continually enrolled in health benefits. You could have switched plans each year for the 5 years prior.

If you are married to another federal employee and are covered under their FEHB plan, this will satisfy your 5 year requirement.

The 5 year rule is generally not applicable for a disability retirement or VERA/VSIP, however it is not a guarantee.

Federal Employees Health Benefits

- The Office of Personnel Management (OPM) has the ability to grant a “blanket waiver” which will be included in their approval and guidance for a VERA/VSIP.
- This means that if you currently do not meet the 5 year health benefit rule you do not have to request a 5 year waiver from OPM for the VERA/VSIP – provided a waiver was granted.

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Under a VERA, the Office of Personnel Management has the ability to grant a “blanket waiver” for the 5 year rule since the employee would not have known that a VERA would have potentially occurred.

The blanket waiver means that if you currently do not meet the 5 year health benefit rule, you do not have to request a 5 year waiver from OPM for the VERA/VSIP.

If the blanket waiver is granted by OPM for a VERA/VSIP, it will be identified in their approval package to the agency.

FEHB and Medicare

- At least one month before you reach age 65, you should contact Medicare to enroll in Medicare (Part A) Hospitalization Insurance.
- Also, at age 65, you will have the opportunity to pick up Medicare (Part B) Medical Insurance (doctors).
- Your FEHB plan will become secondary.

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FEHB and Medicare.

At least one month before you reach age 65, you should contact the Medicare Office to enroll in Medicare (Part A) hospitalization insurance. Part A is free coverage that you have been paying for during your working career.

Medicare Part A is hospitalization insurance and Part B is for the physicians/doctors.

At age 65 (or older) if you retire after age 65, you will have the opportunity to enroll in Medicare Part B. When you enroll in Part B, your FEHB plan will become secondary.

The Medicare Office will go over this with you at the time you turn age 65 or when you contact their office if you retire and you are older than 65.

FEHB and Survivor Annuity

- If you are enrolled in a self & family option, or self plus one and covering your spouse on your FEHB, you **must** leave some type of a survivor annuity for your spouse in order for him/her to continue enrollment in FEHB should your death occur first.

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FEHB and leaving your spouse a survivor annuity.

If you are enrolled in a self and family option, or self plus one option and are covering your spouse on your health benefit plan, you **MUST** leave some type of a survivor annuity for your spouse in order for him or her to continue enrollment in the Federal Employee Health Benefits Program should your death occur first.

CSRS Survivor Annuity

- * Maximum Survivor Annuity is 55% of your monthly annuity.
- * Will cost you approximately 10% of your monthly annuity to leave the maximum survivor benefit for your spouse.
- * Can leave as little as \$1 per month to your spouse – this would enable them to continue with their FEHB coverage.
- * OPM will bill for the premium if survivor annuity is not enough to cover premium.
- * If leaving less than the full survivor annuity, spouse must sign off on form and have it notarized.

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We will now discuss survivor annuities.

A survivor annuity is a monthly retirement annuity that your spouse will receive in the event that you should precede them in death.

There are differences in survivor annuities for CSRS and FERS however, under both retirement systems, you must leave your spouse some type of survivor annuity and have a self and family, or self plus one (covering your spouse) health plan at the time of your death for your spouse to be able to continue with the health benefit coverage in the event that your death occurs first.

CSRS and FERS have different options available to the retiree regarding the amount of a survivor annuity that they can leave their spouse. CSRS has more flexibility in the amount that they can leave.

The maximum amount that a CSRS retiree can leave their spouse is 55% of their gross monthly annuity. To leave the maximum amount of a survivor annuity to your spouse it will cost you approximately 10% of your monthly annuity. You can leave a survivor annuity from the maximum of 55% of your monthly annuity to 55% of any dollar amount as low as \$26 per year which equates to \$1 per month.

Leaving at least a \$1 per month annuity to your spouse and having your spouse covered under your health plan at the time of your death enables your spouse to continue the health benefit coverage if the retiree dies first.

If the survivors monthly annuity from OPM is not enough to cover the monthly health benefit premium, the Office of Personnel Management will bill the survivor for the premium amount due.

If a retiree is leaving their spouse less than the full survivor annuity, the spouse must sign off on a form at the time of retirement which indicates they are aware of the survivor annuity election chosen. This form must also be notarized.

FERS Survivor Annuity

- * Maximum Survivor Annuity is 50% of retirees annuity.
- * Will cost you 10% of your monthly annuity to provide full survivor annuity.
- * Partial Survivor Annuity – 25% of retirees annuity.
- * Will cost you 5% of your monthly annuity to provide a partial survivor annuity.
- * If leaving less than the full survivor annuity, spouse must sign off on form and have it notarized.

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FERS Survivor Annuity.

Under FERS, the maximum amount that a retiree can leave their spouse is 50% of their monthly annuity. This is referred to as a full survivor annuity. To leave your spouse the full survivor annuity it will cost the retiree 10% of their monthly annuity.

There are two other survivor annuity options under FERS. A partial survivor annuity can be left for a spouse which is 25% of the retirees annuity. To leave a partial survivor annuity it will cost the retiree 5% of their monthly annuity.

The other option is to not leave a survivor annuity at all for your spouse.

If the retiree is leaving less than the full survivor annuity, the spouse must also sign off on a form at retirement and the form must be notarized.

As a reminder, you must leave your spouse some type of survivor annuity and have a self and family, or self plus one (covering your spouse) health plan at the time of your death for your spouse to be able to continue with the health benefit coverage.

Life Insurance – FEGLI

- In order to take your Life Insurance coverage into retirement with you, the 5 year rule also applies to FEGLI. Whatever coverage you have at the time of retirement, you must have been carrying for the 5 years prior to your retirement.
- When you retire, you have to complete a SF-2818 form which tells OPM what you intend to do with your Life Insurance.

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Federal Employees Group Life Insurance (FEGLI).

In order to take your life insurance coverage into retirement with you, the 5 year rule previously discussed, also applies to FEGLI. Whatever the amount of coverage that you have at the time of retirement, you must have had for at least the 5 years prior to your retirement.

FEGLI does not have a blanket waiver as an option under a VERA as the Federal Employees Health Benefits can and generally does.

At the time of retirement, there is a Standard Form 2818 that is completed as part of your retirement packet which indicates to OPM what amount of life insurance coverage you want to take into retirement.

Life Insurance – FEGLI

Basic Life Insurance

- Equivalent to yearly salary rounded up to the next \$1000, plus \$2000 more.
- Have 4 options as to what basic coverage you elect to take into retirement.
- No reduction, 50% reduction, 75% reduction, Decline to take any coverage into retirement.

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Basic Life Insurance.

Basic Life Insurance is equivalent to the employees yearly salary rounded up to the next thousand dollars, plus two thousand dollars more.

You must take the basic life insurance into retirement if you want to carry any of the optional life insurance that we will discuss in future slides.

There are 4 options as to what you can do with your basic life insurance going into retirement.

You can elect no reduction in your life insurance, a 50% reduction in life insurance, a 75% reduction in life insurance or decline to take any life insurance coverage into retirement.

Life Insurance – FEGLI

- Reductions are gradual and begin the month after you turn 65.
- The basic insurance is reduced at a rate based on which option of reduction that you elect.
- 75% reduction reduces 2% per month for 37 ½ months until initial value reaches 25% value of initial value of the life insurance.
- No premium cost for 75% reduction after you turn age 65.

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Reductions in life insurance are gradual and begin the month after the retiree turns age 65, or the month following retirement if the employee is over age 65 at the time of retirement.

The basic life insurance is reduced at a rate based on which option of reduction that you elect.

The 75% reduction reduces 2% per month for 37 ½ months until the initial value of coverage reaches 25% value of the initial amount of the life insurance.

There is not premium cost for the 75% reduction election after the retiree turns age 65. If the employee is over age 65 at retirement, there is not a monthly premium in retirement for the 75% reduction and the life insurance starts reducing the 2% per month, the month after the employee retires.

Life Insurance – FEGLI

- ✧ 50% reduction reduces 1% per month for 50 months until initial value reaches 50% of the initial value of the life insurance.
- ✧ Premium cost decreases at age 65, however there is still a premium after age 65.
- ✧ No reduction election is extremely expensive with slight cost reduction at age 65.

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The 50% reduction election of basic life insurance reduces 1% per month for 50 months until the life insurance value reaches 50% of the initial value of the life insurance.

The premium cost decreases at age 65, however there is still a monthly premium after age 65.

If the retiree is over age 65 at that time of retirement and elects the 50% reduction, the coverage will start reducing the month after retirement for the 50 months until the coverage amount equals the 50%.

The no reduction election is extremely expensive with a slight cost reduction at age 65.

The current premium cost of No Reduction is \$2.45 per thousand dollars of the basic insurance amount until the month after the retiree turns age 65.

The current premium cost of No Reduction is \$2.13 per thousand dollars of the basic insurance amount starting the month after the retiree's 65th birthday.

The coverage election amount into retirement will not ever go down unless the retiree contacts OPM in retirement to reduce their coverage. Once the retiree's election is made, they can always reduce their coverage while in retirement, however the retiree can not elect to increase their coverage in retirement.

Optional Life Insurance

- ✧ **Must take Basic Life Insurance into retirement in order to elect any of the Optional Life Insurance.**
- ✧ Option A (Additional \$10,000)
- ✧ You can elect to either continue or not continue enrollment.
- ✧ At age 65, premiums stop and this option automatically begins to reduce in value at a rate of 2% per month for 37 ½ months until it reduces 75%. Ending value is \$2,500.

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Optional Life Insurance in retirement.

In order to elect to take any of the Optional Life Insurance into retirement, you must take some form of the Basic Life Insurance as previously discussed.

Option A is an additional \$10,000 in life insurance.

At the time of retirement you can either elect to continue or not continue this option (provided that you have had it for the 5 years prior to retirement).

With this option, the premiums stop at age 65 (or immediately upon retirement if the employee is over age 65 at the time of retirement) and the amount of the coverage starts reducing in value at a rate of 2% per month for 37 ½ months until the coverage reduces 75%. The ending value after 37 ½ months is \$2500, which is as low in value as the coverage will ever go.

Optional Life Insurance

- ※ Option B (Multiples of salary option)
You can continue option B and take either no reduction or a full reduction beginning at age 65. (Premiums continue to increase in 5 year increments (ie. 55, 60, 65 etc).

- ※ Option C (Family coverage)
You can continue option C and take either no reduction or a full reduction. If retiree dies first the Family Option is over because the retiree is the policy holder.

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Option B Life Insurance

Option B is multiples of your yearly salary rounded up to the next thousand dollars. An employee can be carrying up to 5 multiples of their yearly salary. Premiums continue to increase in cost in 5 year increments, even in retirement. As example premiums increase at age 55, 60, 65, etc.

You can continue Option B and elect to take either a no reduction or full reduction in coverage beginning at age 65. The no reduction means that your coverage will not reduce unless you contact OPM and elect to have it reduce. The premiums will continue at the 5 year increment. The full reduction means that your premiums will stop at age 65 but the amount of coverage will decrease 2% per month for 50 months until the coverage amount is gone.

Option C Life Insurance is Family Coverage.

Option C covers spouses and children up to age 22.

Under family coverage, up to 5 multiples is also available, however the coverage amount is different than Option B. Under the family option each multiple for a spouse is \$5,000 in coverage and each multiple for children is \$2,500 in coverage. Family coverage is across the board and is the same premium cost no matter if you are covering just a spouse, a child or children or a combination of spouse and children. The maximum amount of coverage on a spouse is \$25,000 and the maximum amount on children up to age 22 is \$12,500. Option C also carries the no reduction or full reduction election at the time of retirement.

Option C Coverage does not automatically reduce when a spouse dies or last family member ceases to be eligible. You must complete a new election form which is Standard Form 2817.

To complete a new form in retirement you would contact the Office of Personnel Management or as an employee you would contact your servicing Shared Service Center.

If the employee or retiree should die first, the family option ceases because the employee/retiree is the policy holder.

If you are unsure what coverage you currently have, please review your electronic Official Personnel File (eOPF) and your latest SF-2817.

Life Insurance – FEGLI

FEGLI premiums can be computed at:

<http://www.opm.gov/calculator/worksheet.asp>

OPM has an excellent life insurance calculator that is available on their website to calculate FEGLI premiums. The calculator is available at the link provided in the slide.

DESIGNATION OF BENEFICIARY

- ✧ Life Insurance – FEGLI – SF2823 (eOPF)
- ✧ Unpaid Compensation – SF1152 (eOPF)
- ✧ FERS Retirement – SF3102 (eOPF)
- ✧ CSRS Retirement – SF2808 (housed at OPM)
- ✧ Thrift Savings Plan – TSP-3 (housed at TSP)

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It is strongly suggested that you review your eOPF not only for FEGLI coverage but also to review your designation of beneficiary forms on file. The most recently dated beneficiary form is what is applicable in the event of an employee or retirees death.

In the absence of a beneficiary form, there is an order of precedence that is followed for the payment of any monies due. The order of precedence is surviving spouse, child or children in equal shares, surviving parents or parent, all the way down to the next of kin.

Beneficiary forms for FEGLI Life Insurance (SF2823), Unpaid Compensation (SF1152) which is for the employees final pay check and their annual leave payout, and FERS Retirement (SF3102), are housed in an employees eOPF. The originals of these forms should be submitted to your servicing Shared Service Center. The designation of beneficiary form for CSRS Retirement, SF2808 is housed at OPM and should be mailed to the address on the form. The TSP-3 for TSP contributions is housed with the Thrift Savings Plan and should be sent to the address or fax number listed on the instruction page of the form.

Designation of beneficiary forms may be completed at any time and as often as desired. The completed forms must be completed in ink, must be error free and originals of the documents must be submitted.

The Thrift Savings Plan is the only designation of beneficiary form that can be submitted via fax, however it may also be mailed.

Thrift Savings Plan – TSP

- If you turn age 55 or older in the year that you retire, you will be able to have full access to your TSP contributions and earnings without any penalty for withdrawing your TSP contributions.
- TSP will automatically withhold 20% Federal Taxes anytime that they send you money from your TSP.
- You will be responsible for state tax withholding.

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Thrift Savings Plan

If you turn age 55 or older in the year that you retire, you will be able to have full access to your TSP contributions and earnings without incurring any penalty for withdrawing your TSP contributions.

The Thrift Savings Plan will automatically withhold 20% Federal Income Tax for monies that they send you from your TSP, however you will be responsible for any state tax withholdings that are necessary or any percentage over the 20% held out for Federal Income Tax..

Thrift Savings Plan – TSP

EXTREMELY IMPORTANT INFORMATION

- If you take a VERA and you are **NOT** age 55 or older in the year that you retire, you will be subject to a **10% penalty** if you withdraw your TSP funds PRIOR to age 59 ½.
- Example: Retire under VERA at age 52. If you withdrawn any TSP funds prior to age 59 ½ they are subject to 10% penalty and also 20% Fed Tax.

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This is extremely important information regarding your Thrift Savings Plan if you are retiring under a VERA.

If you elect to take a voluntary early retirement and you are NOT age 55 or older in the year that you retire, you will be subject to a 10% early withdraw penalty if you withdraw any TSP funds PRIOR to age 59 ½.

As an example: You retire under a VERA at age 52. If you withdraw any of your TSP funds prior to age 59 ½, they are subject to a 10% penalty. Additionally TSP will withhold an additional 20% as their standard Federal Tax withholding.

Thrift Savings Plan – TSP

EXTREMELY IMPORTANT INFORMATION

Must be 55 or older in the year that you retire to withdraw TSP without penalty. This does not apply to Law Enforcement Officers (LEO).

Otherwise must wait until 59 ½ to make withdraw to avoid penalty.

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The information on early TSP withdraw is so important that it warrants stating again.

You must be 55 or older in the year that you retire to avoid an early withdraw penalty of 10%. This penalty does not apply to Law Enforcement Officers who have different age and service requirements for their retirement.

If you are under age 55 in the year that you retire you will need to wait until you are age 59 ½ or older to make a withdraw without the 10% penalty.

Deposits for Military Service

- » Deposits for periods of Active Duty Military **MUST be completed PRIOR** to an employee retiring from the agency.
- » Please contact your servicing HR Shared Service Center if you have periods of active military duty that you would like to discuss.

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Deposits for active duty Military Service MUST be completed prior to an employee retiring from the agency.

Please contact your servicing Shared Service Center if you have periods of active military duty that you would like to discuss. The HR Specialist will be able to provide you with estimates that will help you determine if making a military deposit would be beneficial to you or not.

BENEFEDS

Supplement Dental and/or Vision

- 5 year rule does not apply to carry Dental/Vision into retirement.
- Can enroll in retirement during Open Season even if you were not enrolled at time of retirement.
- www.BENEFEDS.com / 877-888-3337

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The BENEFEDS program is supplemental dental and/or vision coverage that is available to employees and retirees.

The 5 year rule does not apply to carry the dental or vision coverage into retirement.

You can enroll in the supplemental coverage in retirement during Open Season, even if you were not enrolled at the time of retirement. The same dates of Open Season for the health benefits are the same as for the supplemental dental and vision.

The web address is www.BENEFEDS.com and their customer service number is 877-888-3337

Flexible Spending Account – FSA

- Your Health Care FSA will terminate as of the date of your separation.
- There are no extensions.
- Any health care expenses incurred PRIOR to the date of separation will still be reimbursable, but those incurred after the date of separation will not.
- www.fsafeds.com / 877-372-3337

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Your Health Care Flexible Saving Account will terminate as of the date of your separation.

There are no extensions.

Any health care expenses that are incurred PRIOR to the date of separation will still be reimbursable, but those incurred after the date of separation will not.

Even if you have received more funds back than you have contributed at the time of your separation, you will not owe the funds back to FSA.

You have until April 30 of the following year to submit claims towards your current year, however the receipt date cannot be after you separated from the agency.

Obtaining an Annuity Estimate

- You can request an annuity estimate from your servicing HR Shared Service Center.
- You can also use the FHR online tool which will be available on the agencies Early Out/Buyout link:

<http://intranet.epa.gov/policy/buyouts/index.htm>

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Obtaining an annuity estimate.

You can request an annuity estimate request form from your HR Shared Service Center.

Estimates are prepared by retirement specialists in your human resources office and will be emailed to you for review upon completion. They will be glad to go over the estimates with you at that time and answer any questions that you may have.

You can also use the FHR online tool to calculate your own annuity estimates. The FHR online tool will be available at the agencies Early Out Buyout Link which is shown on the screen.

Best timeframes/dates to request Retirement Estimate

- ✧ 1 – 3 years from anticipated retirement date
(estimate is prepared on “high 3” consecutive years salary)
- ✧ FERS – Best date to retire is last day of the month
(Annuity effective date is the first day of the following month)
- ✧ CSRS – As close to the end of the month, but have up through the 3rd day of the month
(Annuity effective date depends on retirement date)

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When should an employee request a retirement estimate?

In general, outside of a VERA/VSIP window, employees should request an estimate within one to three years from the anticipated retirement date.

Estimates are prepared using your “high 3” average salary. Usually, the final three years of service include the highest pay, but pay from an earlier period can be used if it was higher.

When estimates are projected in the future, the estimate is prepared using current high 3. The farther away from the projected retirement date, the less accurate your estimate will be.

For FERS employees the best date to retire is last day of the month. The annuity will begin the first day of the following month.

For CSRS employees– the best date to retire is the closest date to the end of the month, up to the 3rd day of the month. When retiring at the end of the month the CSRS annuity will begin the first day of the following month.

Preparation of Annuity Estimate for Regular Retirement not VERA/VSIP

- » **High Priority:** Within 1 year of expected retirement date
- » **Medium Priority:** Within 1 – 3 years of expected retirement date
- » **Low Priority:** Within 3 – 5 years of expected retirement date

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Preparation of estimates are provided based on the timelines indicated.

Estimates requested within one year of projected retirement will be returned within ten business days of receipt at the respective Shared Service Center. This is considered a High Priority request.

Estimates requested over one year and up to three years of a projected retirement date will be returned within thirty business days of receipt at the respective Shared Service Center. This is considered a Medium Priority request.

Estimates that are requested for over three years of a projected retirement date will be returned within 45 business days of receipt at the respective Shared Service Center. This is considered a Low Priority request.

The Shared Service Center will provide up to three estimates per request.

Generally the estimate is prepared well in advance of the service standards, however there may be times that information must be requested from OPM or be retrieved from the Federal Records Center which may delay the completion of the estimate.

Review Estimate

- Service history: The estimate should provide beginning and ending dates of each appointment to federal service, along with the agency and type of retirement coverage.
- Deposit information: You may have to pay a service credit deposit in order to receive an unreduced retirement or to receive credit for certain service.
- Review eOPF and communicate with Specialist regarding documentation that may need to be provided to obtain credit.

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Once you receive your annuity estimate back from your servicing Shared Service Center, please ensure that you review your estimate for your complete service history.

The estimate should provide beginning and ending dates of each appointment to federal service, along with the agency and type of retirement coverage. Review in detail, especially if you have worked at various agencies or have breaks in your Federal Service and possibly withdrew your retirement contributions.

Also look at periods of non career time when you were not paying into a retirement system and were paying only into FICA (Social Security).

Review Peace Corp or Periods of Active Duty Military – Does a deposit need to be made?

Your servicing Shared Service Center will be glad to go over your estimates with you and answer any questions that you may have.

For Questions regarding this presentation, VERA/VSIP, optional retirement or to request an annuity estimate, please contact your servicing HR Shared Service Center.

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This concludes the general information session on VERA/VSIP and general retirement information.

We hope that this presentation has provided you with some useful information to assist you with some major life decisions on your retirement, whether it is due to a VERA/VSIP or an Optional Retirement.

Employees are encouraged to contact their servicing Shared Service Center with questions regarding this presentation, VERA/VSIP, optional retirement or to request an annuity estimate.

Thank you.

CONTACTS

http: // **Ex. 6 - Personal Privacy**

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Who to contact???

A list of contacts for the HR Shared Service Centers can be found at the link on the slide.

The following slides indicate which HR Shared Service Center your office is serviced by and the contact information for that Shared Service Center.

Research Triangle Park (RTP)

OA

OCFO

OEI

OGC

OCSP

ORD

OARM (RTP staff only)

Regions 1,2,3 & 4

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Research Triangle Park (RTP) services the following offices and regions.

OA, OCFO, OEI, OGC, OCPSS, ORD, OARM (for RTP staff only) and Regions 1, 2, 3 and 4.

Cincinnati

OARM
OECA
OLEM
Regions 5,6,7 & 8

The Cincinnati Shared Service Center services the following offices and regions.

OARM, OECA, OLEM and regions 5, 6, 7 and 8.

Las Vegas

OAR

OITA

OIG (Benefits Only)

OW

Regions 9 & 10

The Las Vegas Shared Service Center services the following offices and regions.

OAR, OITA, OIG (for benefits only), OW and regions 9 and 10.

Research Triangle Park

Penny Thompson

Email: thompson.penny@epa.gov

Phone: (919) 541-1526

OCFO, OEI, OCSPP, OA, OARM (RTP only)

Cynthia Burt

Email: burt.cynthia@epa.gov

Phone: (919) 541-0309

Regions 1, 3 and 4

Cat Gillikin

Email: gillikin.caterina@epa.gov

Phone: (919) 541-0673

ORD, OGC and Region 2

This slide shows the contacts for Research Triangle Park for inquiries on retirements, annuity estimates and VERA/VSIP.

Cincinnati

Send an email request to:
CIN_HRSSC_Benefits_Central@epa.gov

Call the Cincinnati HRSSC
513-569-7699

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The Cincinnati HR Shared Service Center has established a dedicated email box and common line phone number that is used for requesting annuity estimates, general inquiries or questions regarding all benefit, retirement and VERA/VSIP.

The email box is listed on the screen along with the benefits number. The mailbox is monitored throughout the day. You are encouraged to use the dedicated email box versus sending an email to a specific HR Specialist.

Estimates are prepared by retirement specialists in your human resources office and will be emailed to you for review upon completion. We will be glad to go over the estimates with you at that time and answer any questions that you may have.

Completion of Annuity Estimate Requests for the potential VERA/VSIP are currently being given top priority and will be completed prior to regular annuity estimate requests.

Las Vegas

Send an email request to:
ESB_SSC_LV@epa.gov

Call the Las Vegas HRSSC
702-798-2401

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The Las Vegas HR Shared Service Center has an email box and phone number that are used for requesting annuity estimates, general inquiries or questions regarding all benefit, retirement and VERA/VSIP.

The email box is listed on the screen along with the benefits number. The mailbox is monitored throughout the day. You are encouraged to use the dedicated email box versus sending an email to a specific HR Specialist.

Voluntary Early Retirement Authority (VERA) Voluntary Separation Incentive Payment (VSIP) Authority FREQUENTLY ASKED QUESTIONS

Disclaimer: The questions and answers are intended to provide very general information about the VERA/VSIP authorities. You should not rely on this summary as a sole source of information. You should direct additional questions to the Office of Human Resources, Policy, Planning and Training Division.

1. What is VERA

It allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. The authority encourages more voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force.

2. Who is eligible for VERA?

It applies to employees covered under both the Civil Service Retirement System and the Federal Employees Retirement System.

The employee must:

1. Meet the minimum age and service requirements -
 - At least age 50 with at least 20 years creditable Federal service, OR
 - Any age with at least 25 years creditable Federal service;
2. Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
3. Serve in a position covered by the agency's VERA plan; and
4. Separate by the close of the early-out period.

3. What is VSIP?

It allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate.

4. Who is eligible for VSIP?

The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and

5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

5. May I offer only VERA or only VSIP?

Yes; however, offering one without the other may limit the number of employees willing to leave.

6. What information does OPM need to make a decision on the agency's request?

The law is very specific on the kinds of information that agencies need to provide in order for their request to be evaluated. This includes (but is not limited to): identification of which agency components have excess personnel and will be covered by the incentive; which positions and functions will be reduced or eliminated; the time period during which incentives will be offered and the numbers of employees covered. In the case of VSIP, additional detailed information is needed to understand the expected changes from the agency's current structure and staffing levels, to the future/desired state to be achieved through the use of the incentives. Please visit www.opm.gov/reshaping for more information.

7. Can the agency get approval to offer a VERA and/or VSIP based on an anticipated scenario (e.g., a possible budget shortfall or possible reorganization requiring additional approval)?

A VERA and/or VSIP can only be authorized when an agency is responding to a known decision or circumstance (vs. an uncertain or possible scenario). Note that decisions made under an agency head's authority to reorganize, re-prioritize, reduce, etc., are a valid basis for requesting VERA and/or VSIP.

8. Do I have to offer VSIP only to employees who are early or regular (optional) retirement eligible?

No. VSIP can be offered employees who are not VERA or optional retirement eligible. Managers are focusing on positions, not people. The targeted position must be restructured or eliminated¹ which is not dependent on the retirement status of the incumbent. An incumbent who isn't early or optional retirement eligible who accepts a buy-out would resign.

9. What will be the amount of the VSIP?

Eligible employees accepting the VSIP will receive the lesser of two amounts:

¹ Unless it is a designated safe position. Please see questions #16 and #17 below.

- \$25,000; or
- The equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

NOTE: For severance pay, an employee is entitled to one week of basic pay for each year of service up to the first 10 years, plus 2 weeks basic pay for each year of service beyond 10 years. In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that an employee is over 40 years of age. The maximum amount of severance pay is one year's salary.

10. How must organizations pay for VSIPs?

An agency may pay a VSIP only from appropriations or funds available for the basic pay of the employee who separates for the incentive.

11. Are there any positions which are exempt from VERA/VSIP targeting?

Any position may be targeted for elimination or restructuring in alignment with the organization's reshaping/reduction/delaying efforts. However, OPM will require additional information for the following positions:

- Continuing or mandatory jobs (HR Officer, Budget Officer, etc.);
- SES positions; and
- Direct-hire positions (i.e., 1102 Contracting Specialist, 2210 IT *Security* positions)

12. Is the organization required to offered VERA/VSIP broadly? Can the organization make offers to certain subcomponents and not others?

The organization can target broadly or narrowly based upon its current, known reshaping needs. The organization may also make offers to certain subcomponents but not others. Remember, VERA and VSIP are position-focused initiatives. If positions are appropriately structured for the organization's current needs, there is no need to target those positions.

13. What format should offices use for the org charts?

PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

14. What is a restructured position?

If the position is vacated under VERA/VSIP, the organization must do one of the following before refilling the position²:

- Change from supervisory to non-supervisory.
- Decrease the grade and/or full performance level.
- Change the series of the position.

² Unless it is a designated safe position. Please see questions #16 and #17 below.

- Significantly change the duties of the position (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant).

15. Does an organization need to submit a proposed PD to OPM if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

No. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place if vacated.

16. What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

These are positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VERA/VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the VERA/VSIP authorities. This option assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as "safe positions" do not have to be restructured if vacated. An employee in a targeted position that is *not* identified as a "safe position" should be reassigned into this position. The organization's business case must identify and explain any "safe position" plans.

Examples

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

An HR organization will be restructuring to reduce staffing and recruitment capacity while increasing capacity in the benefits and retirement areas. V-V can be offered to employees in Staffing and Recruitment AND Benefits and Retirement so that the agency can then move any remaining excess staffing/recruitment specialists into benefits and retirement positions vacated through V-V (for purposes of the example assume qualifications are not an issue).

A scientific organization focusing on Superfund Site Remediation is a safe organization, but the office will be reducing capacity and restructuring another organization where staff are in similar occupations with similar qualifications. This will result in the elimination of several supervisory positions in the latter organization. V-V can be offered to supervisors in both organizations, eliminating those that vacate in the latter, and moving supervisors who remain from the affected organization to any slots vacated in the Remediation group that is going to remain as is.

17. I'm still confused about safe positions. Please provide more information.

Organizations are focusing on positions that must be restructured, reduced or eliminated. As such, direct backfills (i.e., no change to the position) if a position is vacated under VERA or VSIP aren't allowed. However, OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce

restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Thus, the “safe position” flexibility allows the agency to meet its restructuring goals while minimizing the impact on some employees. Unlike the other positions that are targeted in a VERA/VSIP request, the “safe position” does not have to be restructured. Its sole purpose for inclusion is to be used as a placement position for an impacted VERA/VSIP employee whose position *must* be restructured or eliminated once vacated. Organizations do not have to designate “safe positions” in their requests. There must be a reasonable expectation the impacted employee(s) would qualify for the “safe position” identified. For example, it would not make sense to designate a 1301 position as a “safe position” if the impacted employee whose position must be restructured is a 343 or 301. Please note, the use of competitive procedures to fill a vacated “safe position” is inappropriate under these circumstances. Organizations should consult their servicing Human Resources Shared Service Center for guidance on reassignments, qualifications or other staffing matters.

Example

Bob is a GS-343-13 in office A. Betty is a GS-343-13 in office B. Each could qualify for the other’s position. The organization must restructure or eliminate the GS-343-13 position in office B. Betty doesn’t want to take a VERA and/or VSIP. Bob will gladly take the VERA/VSIP and retire. The organization designates Bob’s position as a “safe position” in its request. Bob separates. Betty is reassigned to office A. Office B then restructures the GS-343-13 position by changing the series/grade to a GS-1301-12.

In this simplified scenario, the agency needed to restructure the GS-343-13 in office B but included the similar position in office A to increase the likelihood of attrition and provided a safe harbor for an incumbent.

18. Can VSIP be limited to only early and optional retirement eligibles?

Technically, yes. However, when considering *retirement eligibility* to determine the categories of employees who will be offered VSIP, organizations are advised to ensure they are in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/18/2017 10:14:23 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Draft V/V Reminder Mass Mailer for Mike Flynn

Importance: High

Draft language below.

Dear Colleagues,

On July 10, 2017, the U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved the agency's request to offer Voluntary Early Retirement Authority (early-out) and Voluntary Separation Incentive Payment (buy-out) opportunities to a limited number of employees.

On July 13, 2017, employees in targeted positions received a notification from their program or regional senior manager that provided instructions on how to apply for VERA/VSIP and how to contact their servicing Human Resources Shared Service Center (or the Executive Resources Division for non-General Schedule employees) for assistance regarding the VERA/VSIP application, benefits and/or retirement.

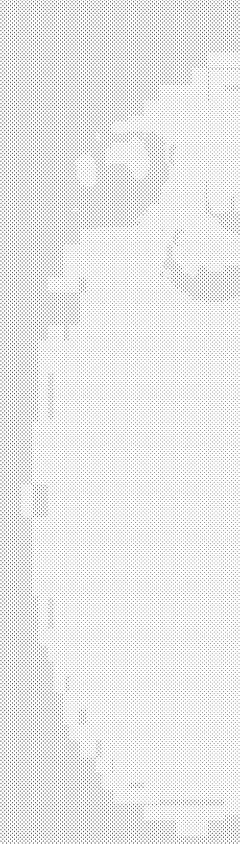
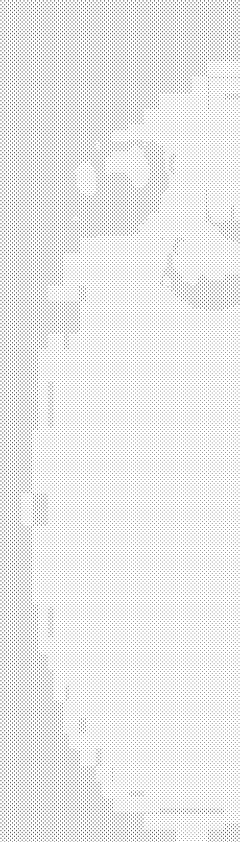
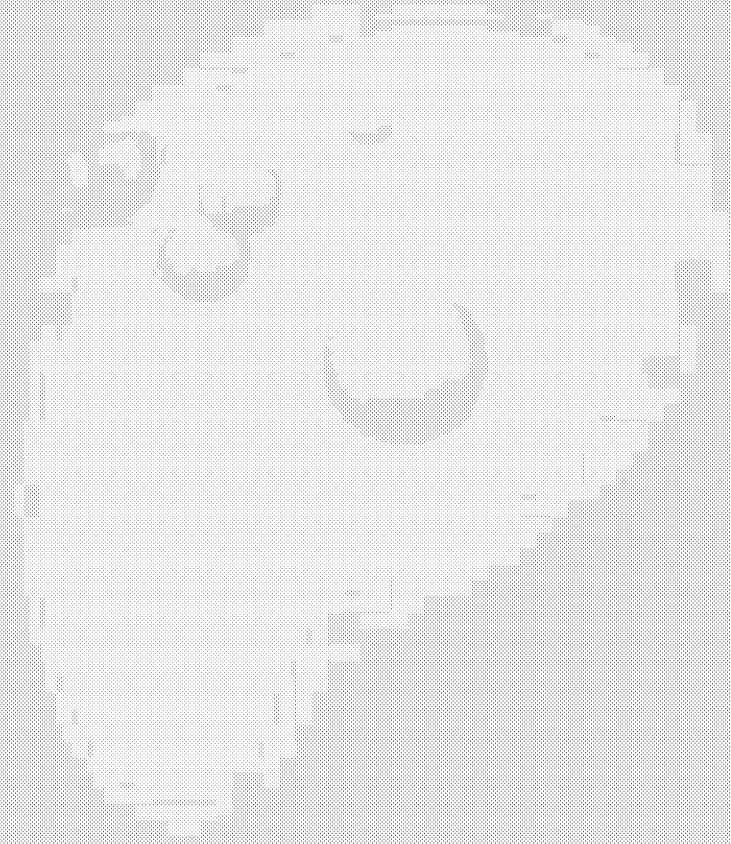
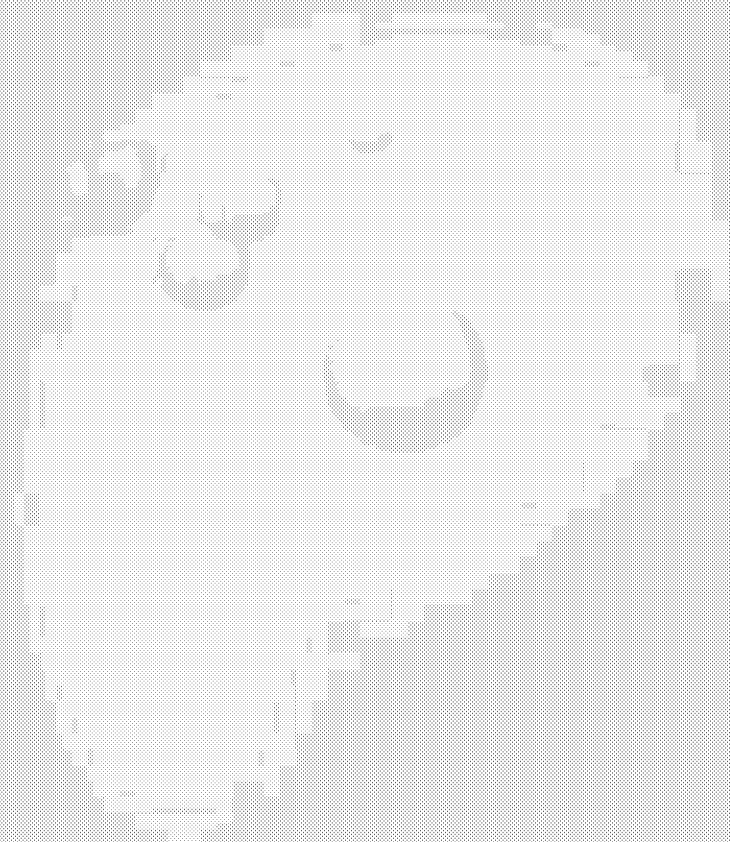
The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. If you decide to apply, the application window opened July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications will only be accepted during this period. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

If you have general questions about VERA and/or VSIP, please contact your [Program Management Officer](#) or [Regional Human Resources Officer](#). You may also want to check out EPA's [VERA/VSIP intranet page](#) for general information on the authorities or to read the agency's business case that was approved by OPM and OMB.

Thank you again for your support.

Mike Flynn
Acting Deputy Administrator

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



Competitive Levels for RIF

After establishing the competitive area, the agency establishes competitive levels that include groups of interchangeable positions. When the agency applies the four RIF retention factors (tenure, veterans' preference, length of service, and performance ratings) to the competitive level, the competitive level becomes a retention register, which lists employees in the order of their relative retention standing. Position descriptions are the basis for competitive levels. The agency establishes competitive levels on the basis of each employee's official position of record.

Establishing Competitive Levels

A competitive level consists of positions in the competitive area that are:

1. In the same grade (or occupational level);
2. In the same classification series; and
3. Similar enough in duties, qualification requirements, pay schedules, and working conditions, so that an agency may reassign the incumbent of one position to any of the other positions in the level without causing undue interruption in the agency's work. The agency determines an employee's RIF rights based on the actual grade of the employee's permanent official position of record, not on a retained grade that the employee is receiving based on a prior RIF or other qualifying action.

Determining Employees' Retention Standing

The four statutory retention factors are implemented in the following order on the retention register:

1. Tenure is the first factor

Tenure Group	Excepted Service
0	Employees who are not in tenure groups 1, 2 or 3
I	Employees whose appointments carry no restrictions or conditions such as conditional, indefinite, specific time limitation, or trial period
II	Employees who are serving under appointments for an initial period expected to last more than 1 year; or are serving trial periods
III	Employees who are serving under appointments with specific time limitations of more than 1 year; or are currently under appointments limited to 1 year or less, and complete 1 year of current, continuous service

2. Veterans' preference is the second factor and is implemented through three tenure subgroups on the retention register:

- Subgroup AD includes each veterans' preference-eligible employee who has a compensable service-connected disability of 30 percent or more.

- Subgroup A includes each veterans' preference-eligible employee not in subgroup AD, including all employees eligible for "derivative preference".
- Subgroup B includes each employee not eligible for veterans' preference under the RIF regulations

3. Length of service is the third factor. The agency lists competing employees on the retention register within tenure groups and subgroups by length of service, in descending order starting with the earliest service computation date for RIF. Employees receive RIF credit for:

- All civilian service performed as a Federal employee that meets the definition of "employee" in section 2105(a) of title 5, United States Code;
- Civilian service that does not meet the definition of "employee" in section 2105(a) of title 5, United States Code, if a controlling statute specifically defines this service as creditable under the RIF regulations; and
- All active duty performed in a uniformed service, except as restricted by law for certain members of the Armed Forces who are receiving retired pay.

4. Performance is the fourth factor. Each employee receives additional RIF service credit for performance based upon the average of the employee's three most recent ratings of record received during the 4-year period prior to the date that the agency either:

- Issues specific RIF notices; or
- Freezes ratings before issuing specific RIF notices.

Order of Releasing Employees from the Competitive Level

The agency releases competing employees from the RIF retention register in the inverse order of the employees' relative retention standing:

- The first employee released is the employee who has the lowest retention standing on the retention register; and
- The employee with the next lowest standing on the retention register is the second employee released, and the same order is followed until the required number of employees are released from the retention register.

Establishing Competitive Areas for RIF

The competitive area includes all employees within the organizational unit(s) and geographical location(s) that are included in the competitive area definition. Employees do not compete for retention with employees of the agency who are in a different competitive area. There is no minimum or maximum number of employees in a competitive area. An employee who teleworks competes in RIF on the basis of the duty station or work site documented for the employee's official position of record.

Basis for Competitive Area.

Generally, an agency must define each competitive area solely in terms of organizational unit(s) and geographical location(s). An agency may not define a competitive area on the basis of other considerations (such as bargaining unit membership, grade, occupation, etc.). The same competitive area standard applies to both headquarters and field activities:

- A minimum headquarters or field activity competitive area is any organizational unit under separate administration (which is explained below) within the local commuting area.
- The agency uses the same general minimum standard of separate administration within the local commuting area to establish competitive areas for both headquarters and field components.
- If two or more field activities are grouped at the same field installation, but are organizationally independent and separate from each other in operation (e.g., RTP), work function, staff, and personnel management, each activity may properly be designated a competitive area.

Separate Administrative Management Authority in Competitive Area

- Is the administrative authority to take or direct personnel actions (including the authority to establish positions, abolish positions, assign duties, etc.) rather than the issuance or processing of the documents by which these decisions are effected;
- Means that the organizational unit is separately organized and clearly distinguished from other organizational units within the same local commuting area in regard to operation, work function, staff, and personnel management;
- Recognizes that individual organizational components may be under separate administration even though many agencies reserve final approval of certain personnel actions to a higher level in the agency (including classification of and positions, filling of higher-graded positions, processing of personnel actions, etc.); and
- Is evidenced by the agency's organizational manual and delegations of authority that document where, in the organization, final authority rests to make decisions such as establishing positions, abolishing positions, assigning duties, etc. This is the standard for a minimum competitive area in a local commuting area, in either a headquarters organization or field component.

Local Commuting Area.

The geographic area that usually includes one area for employment purposes, as determined by the agency. The local commuting area includes any population center (or two or more neighboring centers) and the surrounding localities in which people live and can reasonably be expected to travel back and forth every day to their usual employment.

Required Information in Agency VERA and VSIP Requests

VERA

1. Identifies the agency or organizational unit(s) for which a determination is requested.
2. Why the authority is needed.
3. The date which the agency expects to effect the substantial delayering, etc. *The date provided should not be earlier than the ending date provided in number 4 below.*
4. The time period during which the agency plans to offer VERA.
5. The total number of non-temporary employees in the agency or component of the agency undergoing change. *If only requesting VERA for only a part of the organization, provide the data for that portion of the organization only.*
6. Provide the total number of non-temporary employees in the agency/organization who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the agency's situation.
7. Provide the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement.
8. Include an estimate of the total number of employees in the agency/organization who are expected to take early retirement.
9. Provide a description of the types of personnel actions anticipated as a result of the agency's need for VERA.

VSIP

1. VSIP Implementation Plan or HC Plan.
2. The intended use of VSIP.
3. Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position).
4. A description of the categories of employees who will be offered incentives (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility)
5. The time period during which incentives may be paid.
6. The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved).
7. A description of how the agency will operate without the eliminated/restructured positions.
8. A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.
9. If the agency has requested VERA, an explanation of how that authority will be used in conjunction with VSIP.
10. Verification that Agency VSIP/VERA reports are up to date (i.e., have been submitted to OPM in compliance with any existing authorities).

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OARM-Cincinnati	1654-Printing Services			Ex. 5 - Deliberative Process
	318-Secretary			
	343-Management and Program Analysis (Records Management)			
Total				

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OARM-RTP	201-Human Resources Management			Ex. 5 - Deliberative Process
	801-General Engineering			
Total				

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administrative Law Judges	301-Miscellaneous Administration and Program	Ex. 5 - Deliberative Process		
Total				

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OROM	1001-General Arts and Information	Ex. 5 - Deliberative Process		
Total				
OROM/AOSD	301-Miscellaneous Administration and Program			
Total				
OROM/RAPD	301-Miscellaneous Administration and Program			
Total				
OROM/FACMD	343-Management and Program Analysis			
OROM/RAPD	343-Management and Program Analysis			
OROM/AOSD	343-Management and Program Analysis			
OROM/FACMD	905-General Attorney			
Total				

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Acquisition Management (all locations)	1102-Procurement Analyst			
Total				
OAM/Management Support Service Center	1106-Procurement Clerical and Technician			
Total				
OAM	2210-Information Technology Management			
Total				
OAM/Management Support Service Center	301-Miscellaneous Administration and Program			
Total				
OAM/Management Support Service Center	306-Government Information Specialist			
Total				
OAM/Policy Training and Oversight Division	318-Secretary			

Ex. 5 - Deliberative Process

OAM/Superfund/RCRA/Regional Proc Ops Division	318-Secretary
Total	
OAM/Management Support Service Center	326-Office Automation Clerical and Assistance
Total	
OAM/IO	341-Administrative Officer
Total	
OAM/IO/Acquisition Policy and Training Service Center/Headquarters Procurement Ops Division	343-Management and Program Analysis
Total	
OAMFinancial Analysis and Oversight Service Center	510-Accounting
Total	
OAM/RTP Procurement Operations Division/Financial Analysis and Oversight Service Center	511-Auditing
Total	

Ex. 5 - Deliberative Process

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Human Resources/ITD	2210-Information Technology Management	Ex. 5 - Deliberative Process		
Total				
OHR/ITD/Employee Services Branch/IO	301-Miscellaneous Administration and Program			
Total				
OHR/IO	303-Miscellaneous Clerk and Assistant			
Total				
OHR/Policy, Planning and Training Division	326-Office Automation Clerical and Assistance			
Total				
OHR	343-Management and Program Analysis			
Total				

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
OGD/Fellowships, IAGs and SEEs Branch	1109-Grants Management			
OGD/National Policy, Training and Compliance	1109-Grants Management			
OGD/Suspension and Debarment	1109-Grants Management			
OGD/Grants Management Branch	1109-Grants Management			
Total				
OGD/National Policy, Training and Compliance Division	303-Miscellaneous Clerk and Assistant			
Total				
OGD/Resource Management Staff	343-Management and Program Analysis			
Total				
OGD/Suspension and Debarment	1801 - Compliance Specialist			
Total				

Ex. 5 - Deliberative Process

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration/Headquarters Service Branch/Headquarters Operations Branch	342-Support Services Administration			
Total				
OA	343-Management and Program Analysis			
Total				

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Workforce Reshaping Options

Voluntary Options

Voluntary Early Retirement Authority

Also known as *early-out*. Allows an agency undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. A justification and specific information must be submitted to OPM for approval before this authority can be used. Employee acceptance of VERA is voluntary. The employee must: meet the minimum age and service requirements; serve in a position covered by the agency's VERA plan (usually for at least 30 days prior to the agency's request); and separate by the close of the early-out period.

Voluntary Separation Incentive Payments

Also known as a *buy-out*. Allows an agency that is downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate. Can be used in conjunction with VERA. A justification and specific information must be submitted to OPM and OMB for approval before this authority can be used. Employee acceptance of VSIP is voluntary. Employees in covered positions may resign, retire (with optional retirement) or retire early (if the employee is also eligible for VERA). The employee must: be serving in an appointment without time limit; be currently employed by the executive branch for a continuous period of at least 3 years; and be in a position covered by the agency's VSIP plan. The following employees are ineligible for VSIP: reemployed annuitants; is or would be eligible for disability retirement; have received a decision notice of involuntary separation for misconduct or poor performance; have previously received a VSIP; or have recently received a student loan repayment, relocation incentive or retention incentive.

Training for Vacant Positions

The agency may train (or retrain) employees for placement into vacant positions based on organizational needs. Employees may be trained or retrained for the same, similar or different job series. Training helps employees better perform their current positions. Retraining addresses obsolescent skills in the current position (such as in the area of technology) or prepares the employee for another occupation. Retraining programs generally concentrate on the basic competencies an employee needs to successfully perform a new or redesigned position. However, if the new position offers more promotion potential to employees, the employees must compete to enter the training program.

Management Directed Actions

The agency has the right to reassign an employee when there is a legitimate business need and the vacant position is at the same grade or rate of pay as the employee's present position.

The employee may be reassigned:

- To a position with less promotion potential than the present position (reassignment to a position with more promotion potential requires competition).
- In the same or a different geographic area (e.g., reassignment from Dallas to Washington, DC).

Reassignment to a position in a different local commuting area will incur relocation costs. If the agency separates an employee for declining reassignment to a position in a different local commuting area, the employee qualifies for intra- and interagency hiring priority, severance pay, discontinued service retirement and/or other benefits.

Discontinued service retirement is only available to employees who face involuntary separation. Common causes for involuntary separation are RIF and when an office is moved outside of the local commuting area. Employees who decline reasonable offers of other positions are not eligible for discontinued service annuities. OPM makes the determination if an employee qualifies for DSR. Age and service requirements are as follows:

Age	Years of Service Needed (At least 5 years must be civilian service)
50	20
Any	25

Reassignments may be used to:

- Move surplus employees to other positions in the agency for which they qualify.
- To consolidate functions or offices (i.e., to reduce the number of locations where the work of an office or function is currently being done).
- To transfer a function (when a function ceases in one competitive area, and moves to one or more other competitive areas that do not perform the function at the time of transfer).

In regards to consolidation and TOF, RIF procedures may be required if a function or office is transferred and the gaining location will have a surplus of positions (i.e., not enough positions available for incoming staff).

Example A: OCFO Currently has two offices, Offices A and B, doing the same function in two different local commuting areas. A decision is made to consolidate the function at one location, Office A. Management plans to reassign all positions in Office B to the location of Office A (i.e., everyone in Office B will have a job at the same grade if they relocate). An employee who declines the reassignment must be separated but RIF procedures aren't required because the employee was offered a position at the same grade in the new position.

Example B: OARM wants to move a function from Washington, D.C. to Des Moines, IA. The DC office has 30 positions. The Des Moines office will only have 20 positions. RIF procedures are required to determine who will relocate and who must be separated.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 2:10:44 PM
To: Gray, Linda [gray.linda@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: HCOP

Linda- Let me call you. Gary is POC for HCOP and we shared the draft with folks yesterday. We got minor comments from Showman that were addressed and Donna only mentioned she would like DCHCO to be lead—she said she didn't need to see HCOP again and that we could submit to MAX. It's due today. Calling now. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>
Subject: HCOP

Debbi,

Wes mentioned that Donna is expecting me to run point on the HCOP assignment. I understand you and Loretta have some follow up for V/V. Who on your staff is the POC to bring this to end state? You were putting together a strawman of what we would submit. What is the status? Is this an assignment that Towanna can assist with? I know a part of this assignment involves the agency strategic plan that OCFO is working, but can we use the HPO plan as a guide absent a final strategic plan?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/29/2017 12:32:39 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V Quick Write up for the OARM weekly report

Importance: High

How's this?

The Office of Management and Budget convened a meeting with the VERA/VSIP team on 6/28/17 to review and discuss the agency's submission. The meeting went well with no showstoppers identified. Some follow up is required on office-level cost estimates to ensure consistency which will be addressed in short order with OCFO assistance.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bell, Matthew
Sent: Wednesday, June 28, 2017 4:09 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: V/V Quick Write up for the OARM weekly report

Hi Debbi,

Can you give us a quick write-up about the OMB meeting you just returned from regarding VERA/VSIP (why, what, result, etc.)? We'd like to include in the OARM weekly report.

A response within the next couple hours or by 8am tomorrow is needed. Sorry for the quick turnaround time.

Thanks.

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/28/2017 9:56:19 PM
To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: FW: Moving forward with V/V

HR Community

FYI

Stay tuned for more information, we will need to complete this as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Wednesday, June 28, 2017 4:23 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>
Subject: Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,
Donna

Message

From: Smith-Starckey, Tracye [Smith-Starckey.Tracye@epa.gov]
Sent: 6/28/2017 12:41:51 PM
To: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
CC: Hembrey, Cheri [Hembrey.Cheri@epa.gov]
Subject: 2nd Draft - OHR Management Integrity Assurance Letter
Attachments: OHR 2017 DRAFT FMFIA Assurance Letterv2.docx

Good Afternoon,

Attached for your final draft review is OHR's management integrity assurance letter. All of the required forms for this submission is attached to this one document. Cheri and I have met with Sandy and critiqued this write-up, per additional guidance from Sandy. Once it is approved by Linda, a pdf copy of the complete letter will be submitted to Sandy; in addition individual components of the assurance letter will be sent electronically to Sandy per her request.

Linda, there is one other certification requirement you will need to complete electronically which is the scientific integrity form I will email you tomorrow morning.

Wes, Cheri is sending you your initial mark-up. Also as a quick reminder regarding our planned submission timeline, here is what we agreed to yesterday:

- **Wes/Linda final comments due COB, June 28, 2017**
- **PMS updates assurance based on final comments COB, June 29, 2017**
- **PMS finalizes assurance letter by noon, June 30, 2017**
- **Linda approves assurance letter by COB, June 30, 2017**
- **Sandy receives OHR approved assurance letter by COB, June 30, 2017 NLT the agency's deadline-- Monday July 3, 2017**

If you have any questions regarding this submission, please let me know, thanks.

Tracye Smith-Starckey
USEPA
Office of Human Resources
Program Management Staff
Office Phone: (202) 566-0121
EPA IPhone: (202) 406-0983
Email: Smith-Starckey.Tracye@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/13/2017 8:08:45 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Need documents uploaded to the intranet

FYI—business case and targeted positions chart about to post (see link below).

From: Kirkland, William
Sent: Thursday, July 13, 2017 4:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Daymude, Breton <Daymude.Breton@epa.gov>; Campbell, Ed <Campbell.Ed@epa.gov>
Subject: RE: Need documents uploaded to the intranet

Hello All,

This is what we have for you at this time:

Please review and we can post the Live (Non-compliant) information now. Please let me know. Thank you.

It's going to take some time to make the PDF Loretta wants up 508 compliant.

I put a placeholder (non compliant) PDF up for now, just so she can have her documents up today.

Here is the staging page so she can see:

<http://> **Ex. 6 - Personal Privacy**

We will work tomorrow to get a compliant version of the PDF up tomorrow and then I'll just swap the documents out.

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 3:35 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Need documents uploaded to the intranet
Importance: High

Bill,

I need the attached documents to be uploaded to the V/V page. Titles as shown in red below. Thanks.

- VERA Guide (PDF) (20 pp, 337 K)
- VSIP Guide (PDF) (23 pp, 595 K)

- VERA/VSIP FAQs (9 pp , 90 KB)
- OPM VERA
- OPM VSIP
- OPM Reshaping
- OPM Reassignment
- HR Navigator (Registration Required)
- FHR Navigator Webinar (PDF) (29 pp, 1.2 MB)
- Retirement Seminars Schedule (PDF) (2 pp, 124 K)
- VERA VSIP OVERVIEW Video (43 min , 106 MB)
- EPA Business Case
- EPA Targeted Positions

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 7/19/2017 4:05:00 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
Subject: RE: Follow-up eOPF Access and V/V Impact

Loretta

It is a tight schedule, but if that is the best you can get, so be it. I believe the task below may be misinterpreted to mean PMOs/HROs have from Aug 10 to Sept 02 to submit FPPS actions.. I know what you mean, but when communicating this task, please ensure to emphasize intent.

RHRO/PMOs ensure VSIP/Retirement FPPS actions are initiated/authorized with correct accounting; separation and records management responsibilities completed: 8/10-09/02

Jeremy/Liz: Please weigh in as you deem appropriate.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta
Sent: Tuesday, July 18, 2017 7:54 PM
To: Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Follow-up eOPF Access and V/V Impact

Importance: High

SSC Directors,

I received some push back from OARM-IO on the proposed schedule change I sent this morning after our call. As such, I've had to tighten up the dates slightly.

Please review and let me know if you feel the changes are doable. If not, you should probably have your senior manager elevate the matter to Donna and John.

I also plan to provide Donna and John with the bulleted points below to help them better understand the situation (i.e., there's no easy workaround to allow the SSCs to stick with the current schedule).

Once we get concurrence on the revised schedule, and the SSCs send me the eOPF instructions, I can send out a notice to the HR Community.

Thanks.

Talking points for Donna/John:

- The schedule has been revised since this morning to shorten the SSC turnaround on eligibility determinations. However, the new schedule assumes eOPF will be up and fully functional by 7/31/17. If that doesn't happen, the schedule may need to be revised again.
- While employees are supposed to regain access to their individual eOPFs by 7/19/17, they will only be able to print one document at a time. They will need to print all documents then send it to the servicing SSC. The SSCs are fine with giving employees the options to do this (directions on how to access eOPF records are being developed). However, not all employees may want or be able to do this and the SSC has no way to validate that they have all of the necessary records until the system is back up.
- Having employees print their own records also assumes the eOPF system will be up and fully functional for individual users on 7/19/17.
- The proposed timeline change would not impact the end date/off boarding dates and the V/V process would be complete in accordance with the planned schedule.
- It is important for the SSC staff to have sufficient time and access to complete OPF data in order to ensure they do not make incorrect determinations and either make inappropriate offers or fail to make one that they should.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/7/2017 3:12:11 AM
To: OHR PMOs [OHR_PMOs@epa.gov]; RHRO [RHRO@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Latest V/V schedule
Attachments: SSC Schedule V-V July6 2017 .docx; ATT00001.htm

HR Community,

FYI

Sent from my iPhone

Message

From: Corbett, Krysti [Corbett.Krysti@epa.gov]
Sent: 5/17/2017 12:58:21 PM
To: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: CMS Correspondence

FYI – Debbi has reviewed and concurred with the draft.

From: Corbett, Krysti
Sent: Wednesday, May 17, 2017 8:58 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: CMS Correspondence

Good Morning –

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3rd floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

Krysti Corbett
Director
Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6317A
Washington DC 20460
Mail Code 3602A
Desk Phone: (202) 564-6295
Mobile: Ex. 6 - Personal Privacy
corbett.krysti@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 6/27/2017 8:21:16 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: Updated V/V Schedule

Debbi,

Thank you – the overall schedule looks workable. I have one suggestion for addition, which we did not have in the “official schedule” last VERA/VSIP timelines; however, our SSCs addressed in outreach with customers. For the step of “separation” by Sept. 2, recommend that it is noted that “Program/Regions” prepare the retirement and VSIP SF-52/authorize action (with budget code for VSIP) in FPPS AND include the separation checklists/validate records management requirements per agency policies. We had a sample “dual NOAC” SF-52 as an example for customers last V/V; however, with so many new supervisors and staff, want to ensure Programs/Regions realize upfront they have the responsibility to create the HR actions we will ultimately process in the SSCs.

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:04 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi
Sent: Friday, June 23, 2017 6:03 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/27/2017 1:30:29 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Updated V/V Schedule
Attachments: DraftSSC Schedule V-V June2017 .docx

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 5/12/2017 6:29:57 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnnann [hitchens.lynnann@epa.gov]
Subject: V/V Theme Email
Attachments: VERA- VSIP FAQ's Managers 5-12-17.docx; Agency Themes V-V 2017.xlsx; V.V Major Themes.xlsx

Donna,

Below is proposed email to send.

Colleagues,

Attached please find the newest editions to our VERA/VSIP process. Enclosed are: VERA/VSIP FAQs, MS Excel file showing major themes from our initial write up submissions and a new MS Excel sheet to complete based on those themes.

Please identify your number of targeted positions and max offers by the major themes, in the appropriate appropriation columns. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Provide your submission NLT Friday May 19, 2017 to Debbi Hart at hart.debbi@epa.gov.

Best,

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/11/2017 12:07:55 PM
To: Carter, Rick [Carter.Rick@epa.gov]
CC: Helm, Arron [Helm.Arron@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Re: Follow-Up on Safe Positions

Thanks, Rick and Arron. Do you have any comments on the FAQs?

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On May 11, 2017, at 6:59 AM, Carter, Rick <Carter.Rick@epa.gov> wrote:

Loretta,

I agree—the optics alone would not be good for the agency.

Rick

From: Helm, Arron
Sent: Thursday, May 11, 2017 6:18 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Re: Follow-Up on Safe Positions

Loretta. I agree with your take on this

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 10, 2017, at 8:14 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Everyone,

Please provide your thoughts on this topic. The write-up from R5 and the VSIP template were in the first email. Also, I've drafted FAQs I'd like to send out to programs/regions.

Please review and provide feedback.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 09, 2017 3:38 PM
To: Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>;
Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>;
Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: Follow-Up on Safe Positions

Arron/Rick,

A few ARAs asked if vacated “safe positions” could be competed using MP procedures (i.e., if a targeted safe position is vacated, could the office compete the position internally to fill it)?

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

OPM’s revised VSIP template specifically addresses safe positions (pg. 2, attached):

In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [NOTE: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)]

Ex. 5 - Deliberative Process

Thoughts?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

<VERA- VSIP FAQ's Managers 5-10-17.doc>

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/6/2017 4:29:24 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Thanks – I will try and catch him at the FFF kickoff

From: Hart, Debbi
Sent: Thursday, July 06, 2017 12:22 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx
Importance: High

THANK YOU MARIAN!

I only adjusted the order of VERA and VSIP so that we were consistent. This should be good to go for Mike. D

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, July 06, 2017 12:09 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Slightly edited

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:03 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx
Importance: High

Marian,

Debbi and I tweaked the general notice. Please see attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Cooper, Marian
Sent: Thursday, July 06, 2017 10:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <gray.linda@epa.gov>
Subject: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Reflects John's edits. Thanks to all!

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/6/2017 4:22:05 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx
Attachments: VERA-VSIP General Notice 7-6-17.rev.docx

Importance: High

THANK YOU MARIAN!

I only adjusted the order of VERA and VSIP so that we were consistent. This should be good to go for Mike. D

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, July 06, 2017 12:09 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Slightly edited

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:03 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Importance: High

Marian,

Debbi and I tweaked the general notice. Please see attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Cooper, Marian

Sent: Thursday, July 06, 2017 10:33 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <gray.linda@epa.gov>

Subject: VERA.VSIP.ANNOUNCEMENT.7.6.17.docx

Reflects John's edits. Thanks to all!

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/6/2017 12:51:21 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Fwd: Draft V/V Communications
Attachments: Final Approved VERA-VSIP Announcement 7-5-17.docx; ATT00001.htm

As discussed. We expect some comments from SSCs. Debbi

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: July 5, 2017 at 5:52:21 PM EDT
To: "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Peabody, Hitch" <Peabody.Hitch@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>, "Corbett, Krysti" <Corbett.Krysti@epa.gov>
Subject: Draft V/V Communications

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/19/2017 3:37:47 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Re: Draft V/V Reminder Mass Mailer for Mike Flynn

Thank you

On Jul 18, 2017, at 6:14 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Draft language below.

Dear Colleagues,

Ex. 5 - Deliberative Process

Thank you again for your support.

Mike Flynn
Acting Deputy Administrator

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/18/2017 11:53:59 PM
To: Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Follow-up eOPF Access and V/V Impact
Attachments: SSC Schedule V-V 7-18-17 ver 2.docx

Importance: High

SSC Directors,

I received some push back from OARM-IO on the proposed schedule change I sent this morning after our call. As such, I've had to tighten up the dates slightly.

Please review and let me know if you feel the changes are doable. If not, you should probably have your senior manager elevate the matter to Donna and John.

I also plan to provide Donna and John with the bulleted points below to help them better understand the situation (i.e., there's no easy workaround to allow the SSCs to stick with the current schedule).

Once we get concurrence on the revised schedule, and the SSCs send me the eOPF instructions, I can send out a notice to the HR Community.

Thanks.

Talking points for Donna/John:

- The schedule has been revised since this morning to shorten the SSC turnaround on eligibility determinations. However, the new schedule assumes eOPF will be up and fully functional by 7/31/17. If that doesn't happen, the schedule may need to be revised again.
- While employees are supposed to regain access to their individual eOPFs by 7/19/17, they will only be able to print one document at a time. They will need to print all documents then send it to the servicing SSC. The SSCs are fine with giving employees the options to do this (directions on how to access eOPF records are being developed). However, not all employees may want or be able to do this and the SSC has no way to validate that they have all of the necessary records until the system is back up.
- Having employees print their own records also assumes the eOPF system will be up and fully functional for individual users on 7/19/17.
- The proposed timeline change would not impact the end date/off boarding dates and the V/V process would be complete in accordance with the planned schedule.
- It is important for the SSC staff to have sufficient time and access to complete OPF data in order to ensure they do not make incorrect determinations and either make inappropriate offers or fail to make one that they should.

Loretta L. Hunt
Branch Chief

Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 7/5/2017 4:13:46 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: Workforce Planning presentation at Planning and Budget forum July 19

Had a brief conversation with Donna reference this email. She wants a one pager on options for reshaping – V/V; transfer of function, discontinued service, etc. She said our audience may be some who don't understand the subject matter, so keep in mind as we are putting something together.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Vizian, Donna
Sent: Wednesday, July 05, 2017 11:44 AM
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: RE: Workforce Planning presentation at Planning and Budget forum July 19

Would it be helpful if we talked later or tomorrow? I can talk on my drive north.

From: Vizian, Donna
Sent: Wednesday, July 05, 2017 10:56 AM
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Workforce Planning presentation at Planning and Budget forum July 19

Hi – Please see below. I am thinking for the Planning forum, I need something that explains the tools we have. Linda, I believe you looked into some of this with Loretta. In addition to V/V., I'm thinking transfer of function and discontinued service retirement.

Lynnann, do you think it would be helpful to release the plan?

From: Terris, Carol
Sent: Friday, June 30, 2017 7:01 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: Workforce Planning presentation at Planning and Budget forum July 19

Hi Donna,

I know you're away on vacation – hope it's lovely!

In case you glance at email, or when you're 'reading in' before return-- we are working on the agenda for the 7/19 Planning and Budget Forum, as part of the broader 3-day SLC meeting. In the morning from 9 to 11 we're planning four presentations that will help set the stage for afternoon discussions. The presentations will be on the following: Strategic Plan Framework, Reform Plans, Workforce Plan, and Budget Overview and FY 2019 Planning Assumptions.

We currently have 20 minutes set aside for a presentation on the Workforce Plan, and OARM as the presenter. We've heard you have some nice materials developed and wanted to confirm with you that you could present during this time. OCFO will provide materials to attendees on 7/12, so we would need a copy of your presentation by then.

Happy to discuss / clarifications or concerns.

Thank you!

PS - new topic – V and V tables updating going well, we have more than half in hand already

OARM VERA/VSIP Discussion Take-away

OROM

Division	Series	Grade	#	Outcome
FACMD	0905	14	Ex. 5 - Deliberative Process	
FACMD RAPD	0343	12 13		
FACMD AOSD	0343	14 15		
AOSD RAPD	0301	9 13		
IO	1001	15		

OAM

Series	Grade	#	Outcome
0301 (Program Specialist and Staff Assistant)	9 /12	Ex. 5 - Deliberative Process	
0306 (FOIA Specialists)	12		
0318 (Secretary)	9		
0326 (Office Automation Assistant)	7		
0341 Administrative Officer)	12		
0343 (Management Analyst)	14		
0343 (Program Analyst)	13/14		
Accountant	13/14		
Auditor	12/13/14/15		
2210	13/14/15		

		Ex. 5 - Deliberative Process
1102 (Procurement Analyst)	13/14/15	
Procurement Technician	7	

OGD

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Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
1109	12 14 14 15	Ex. 5 - Deliberative Process	
1712 (Training)	13		
Administrative Assistants: 0301	12 8		
0343	15		

OHR

: Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
0343 (Management and Program Analysts)	14	Ex. 5 - Deliberative Process	
	15		
2210	13		
	14		
	15		
0303	06		
0326	04		
0301	13		
	14		
	15		

OA

: Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
0342 – Support Services Specialist	12	Ex. 5 - Deliberative Process	
	13		
	14		
0343	12		
	13		
	14		
	15		

RTP

Series	Grade	#	Outcome
0801 – General Engineer	14	Ex. 5 - Deliberative Process	
0201	12		

Cincinnati

Series	Grade	#	Outcome
0343 (Records Management Position)	13	Ex. 5 - Deliberative Process	
0318	9		
1654 (Printing)	13		

OALJ

Ex. 5 - Deliberative Process

EAB

Ex. 5 - Deliberative Process

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 5/4/2017 7:30:21 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Burbach, Joseph [burbach.joseph@epa.gov]
Subject: OARM one page business case 5 4 17 (comments).docx
Attachments: OARM one page business case 5 4 17 (comments).docx

Additional feedback on the second document.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 5/4/2017 3:51:47 PM
To: Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Lynch, Mary-Kay [Lynch.Mary-Kay@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow
Attachments: V-V Discussion Document 5.4.17.docx; OARM one page business case 5 4 17.docx

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/10/2017 7:10:16 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: OPM has approved EPA's VERA/VSIP Request
Attachments: OPM V-V Approval 7-10-17.pdf

Importance: High

See attached.

What are the next steps?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 9:36:17 PM
To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
Subject: VERA/VSIP status update

Hello to All-

Sadly, at this point we do not have formal approval of our package. (I must have jinxed it yesterday. Womp womp!) We do have OMB's formal concurrence (just received!) and OPM's commitment to prepare the package for signature first thing Monday though, so stay tuned and have a great weekend! ☺ Debbi

P.S. On yesterday's call I was asked to check in with OCFO about how incentive payments above the \$12M will be addressed. The word is that OCFO is taking another look at funding and believes more dollars may be available. So another positive note! OCFO expects to provide an update to folks early next week.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 2/24/2017 8:38:14 PM
To: Roach, Tim [roach.tim@epa.gov]
CC: Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]; Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: OIG VERA-VSIP Report Update
Attachments: VERA-VSIP-Final Report-OIGFeb2017.docx

Importance: High

Hello Tim-

Please see the attached which incorporates updated numbers for OW, OECA and R4. We also checked overall numbers and found some discrepancies that we documented in the report along with a few comments. I'm wondering if an updated table of our Round 1 V/V actions (from June 2016) would be a helpful addendum? Please take a look and let's discuss. Happy Friday! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Roach, Tim
Sent: Thursday, February 16, 2017 11:52 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OIG VERA-VSIP Report Update

Hi Debbi,

Thanks again for your time with the updates to the final report. Would you be able to share any of the responses you've received from the program offices or regions? We're at a point where we can incorporate those before sending the final report through the last part of our quality assurance process. Even if you have a few of the responses we could get underway reviewing how those updates will affect the findings.

Tim

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 8/7/2017 11:57:13 AM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Jan:

The OHR listing is accurate and complete. No changes required. Please let me know if you have any questions. Thanks.

Wes

From: Jablonski, Janice
Sent: Friday, August 04, 2017 3:34 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 8/4/2017 7:39:54 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: Re: For Review - OHR Eligibility Listing - Need response by COB Monday, August 7

Jan:

Will do. Thanks.

Wes

Sent from my iPhone

On Aug 4, 2017, at 3:34 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

<OHR Eligibility Listing.8.4.17.xlsx>

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/25/2017 11:02:13 AM
To: Ack, David [Ack.David@epa.gov]
Subject: RE: Employee Rapid Exit VERA/VSIP

Thanks, David. Sounds good. Please keep me updated on the status.

Wes

From: Ack, David
Sent: Tuesday, July 25, 2017 6:43 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Employee Rapid Exit VERA/VSIP

Wes,

I have the OGD conference room reserved for Wednesday August 23 for an employee rapid exit processing date. I don't know if we need at least one more day prior to that one or after since everyone that accepts the early out has to be off the books by Friday Sept. 1. I am going to send out an email to the identified organizations (SMD, OITA, OECA, etc) to see if they can identify employees that will be available all day to assist.

Regards,

David B. Ack, MPA

Business Process Improvement Coordinator
Lean Six Sigma Master Black Belt/OARM Lean Advocate
Office of Administration and Resources Management
Office of Resources, Operations and Management I/O
U.S. Environmental Protection Agency WJCN 3353H
1200 Pennsylvania Avenue NW
Washington, DC 20460
202-564-2885 (o)

Ex. 6 - Personal Privacy

 (C)

"A gentleman never makes himself the center of attention. His goal is to make life easier, not just for himself but for his friends, his acquaintances, and the world at large. Because he is a gentleman, he does not consider this a burden. Instead, it is a challenge he faces eagerly every day."

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/24/2017 2:44:31 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: V/V update

Thanks, Lynnann. Greatly appreciated.

Wes

From: Hitchens, Lynnann
Sent: Monday, July 24, 2017 10:00 AM
To: Biro, Susan <Biro.Susan@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: V/V update

OARM Directors and Deputies –
Attached is the most recent list of OARM V/V applicants.

Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 6/26/2017 12:44:06 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: RE: OHR 2017 VERA/VSIP Population

Thanks, Joe. When you get a moment, I want to discuss.

Wes

From: Burbach, Joseph
Sent: Monday, June 26, 2017 8:33 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OHR 2017 VERA/VSIP Population

FYI ----

Ex. 5 - Deliberative Process

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 6/19/2017 2:47:32 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: FYI--Draft final V/V submission is now delivered--

Thanks, Marvin. I appreciate the follow-up and acknowledge Debbi's important role in submitting the 2017 EPA V/V proposal to OPM.

I hope you had a good Father's Day yesterday!!!

Wes

From: Schulman, Marvin
Sent: Monday, June 19, 2017 10:41 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: FYI--Draft final V/V submission is now delivered--

Linda & Wes –

Just now seeing Debi's email...Its worth pointing out that Debbi left out one team member – herself! She was working just as hard on this as any of us, and was pivotal in keeping us all on task in getting this done.

From: Gray, Linda
Sent: Saturday, June 17, 2017 9:15 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Fwd: FYI--Draft final V/V submission is now delivered--

Great team effort. Have a great weekend!

Sent from my iPhone

Begin forwarded message:

From: "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Date: June 16, 2017 at 8:25:26 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>
Subject: Re: FYI--Draft final V/V submission is now delivered--

Thanks, Debbi (Loretta, Marvin, Detha, Jason, Gary and Marian). Truly an outstanding team achievement. Well done!!! Enjoy your weekend and get some rest.

Wes

Sent from my iPhone

On Jun 16, 2017, at 7:31 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

It's now 7:30. We had late-breaking changes from R2 and also identified number discrepancies for the AO and R10 during our final QA. Number changes have ripple effects...

Despite the stress and frustration, couldn't ask for a better team. Shout outs to Marvin, Detha, Jason and Loretta- they continue to be awesome.

HELLO WEEKEND!

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 5/25/2017 10:07:05 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: CMS Correspondence Due Tomorrow on Union VERA/VSIP Request

Linda:

I slid the subject package under your door before leaving the office tonight. The correspondence is from Krysti Corbett to Diane Lynne on a request for information on VERA/VSIP. The correspondence needs to be reviewed by you and Donna before Krysti signs it and we close it out in CMS. The correspondence is short and concise, so the review should only take 5-10 minutes. Please let Krysti know when it is ready for her signature. Tamara or DeBorah will need to help with closeout in CMS. I am available if you have any questions. Thanks.

Wes

Sent from my iPhone

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/26/2017 12:16:14 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: FW: OARM and OHR info
Attachments: OARM.OHR Eligibility 4.25.17.xlsx

Lynnann:

FYI.

Wes

From: Parker, Gary
Sent: Tuesday, April 25, 2017 11:12 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OARM and OHR info

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/26/2017 12:13:03 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: FW: OARM and OHR info
Attachments: OARM.OHR Eligibility 4.25.17.xlsx

Linda:

FYI.

Wes

From: Parker, Gary
Sent: Tuesday, April 25, 2017 11:12 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OARM and OHR info

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/18/2017 12:00:31 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: EPA Workforce Reshaping Information

Absolutely.

From: Hitchens, Lynnann
Sent: Tuesday, April 18, 2017 7:41 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Can I invite Debbi in case there are questions about these materials at today's ARA call?

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Monday, April 17, 2017 7:29 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

I'm sure there will be questions/discussion on this at the ARA-OARM call, will anyone from OARM be available to answer questions?

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 2:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/20/2017 2:11:12 PM
To: OHR PMOs [OHR_PMOs@epa.gov]; RHRO [RHRO@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Private Vendor Outreach on RIF Benefits Review Session
Attachments: Private Vendor RIF LETTER.pdf; Private Vendor RIF Envelope.pdf

PMOs/RHROs:

Good morning. It has come to our attention that a private vendor may be contacting agency employees using the attached correspondence to solicit business in conducting a Reduction in Force Benefits Review Session. This organization is not sponsored or supported by the EPA or the federal government, so we strongly encourage employees to disregard the correspondence. If EPA employees have questions or need information on their federal benefits, we recommend they contact their HR SSC representative. You may want to use this language or something similar to notify your employees about this vendor. We plan on discussing this item on the HR Community Call later today, but wanted to notify you immediately. In the interim, please let me know if you have any questions. Thanks.

Wesley J. Carpenter
Deputy Director, EPA's Office of Human Resources
Tel. No.: 202-564-2019
Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/11/2017 11:48:28 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Workforce planning materials

Debbi:

Please submit the attached materials to Donna and John when you get in the office this morning in anticipation of our meeting at 11:00 a.m. Thanks.

Wes

From: Hart, Debbi
Sent: Monday, April 10, 2017 4:51 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Workforce planning materials

FYI—here is the material we've put together for the Tuesday meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Please let me know if you are comfortable sharing with John/Donna. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/11/2017 11:06:26 AM
To: Gray, Linda [gray.linda@epa.gov]
Subject: FW: Workforce planning materials
Attachments: Eligibility report 4.6.17.xlsx; VSIP Checklist 2017.docx; VERA Checklist 2017.docx; Restructure NonsupervisoryApril2017.docx; Guiding Questions WFP April2017.docx; Templatdraft 4.7.17.xlsx; Example VERA VSIP Justifications April2017.docx; vsip_guide.pdf; vera_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx

Linda:

I recommend that Debbi share these attached documents with Donna and John as soon as she gets in the office as we have a meeting with all of them at 11:00 a.m. on the subject matter. To my knowledge, Donna scheduled the meeting. Please advise, so I can close the loop with Debbi. Thanks.

Wes

From: Hart, Debbi
Sent: Monday, April 10, 2017 4:51 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Workforce planning materials

FYI—here is the material we've put together for the Tuesday meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Please let me know if you are comfortable sharing with John/Donna. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Morton, Gary [Morton.Gary@epa.gov]
Sent: 7/20/2017 6:31:27 PM
To: Coomber, Robert [coomber.robert@epa.gov]
CC: Corbett, Krysti [Corbett.Krysti@epa.gov]; Gray, Linda [gray.linda@epa.gov]; O'Grady, John [Ogrady.Johnj@epa.gov]; Morrison, Denise [Morrison.Denise@epa.gov]; Greaves, Natasha [Greaves.Natasha@epa.gov]; Mikulka, Michael [mikulka.michael@epa.gov]; Oliver, Priscilla [Oliver.Priscilla@epa.gov]; Steib, Clovis [steib.clovis@epa.gov]
Subject: 2017 VERA/VISP
Attachments: C238 DEMAND BARGAIN VERA VISP 2017.docx

Good Afternoon Bob,

I am sending you AGFE's demand to bargain regarding VERA/VISP implementation in accordance with Article 40 of the MCBA between EPA and AGFE.

Sincerely,

Gary Morton, AFGE
Sergeant-At-Arms

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/20/2017 12:55:12 PM
To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]
CC: DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; ARA [ARA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Allen, Reginald [Allen.Reginald@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Butler, Lorraine [Butler.Lorraine@epa.gov]; Carter, Pamela [Carter.Pamela@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Cunningham, Dennis [Cunningham.Dennis@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]; Feeley, James [Feeley.James@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Graf, Kate [Graf.Kate@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Kutzke, Julie [Kutzke.Julie@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; McKnight, Giovanna [McKnight.Giovanna@epa.gov]; Miles, Ramona [Miles.Ramona@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Monroe, Scott [Monroe.Scott@epa.gov]; Ocampo, William [Ocampo.William@epa.gov]; Porter, Lamar [Porter.Lamar@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; RHRO [RHRO@epa.gov]
Subject: V/V communications
Attachments: VERA-VSIP AnnouncementFlynnJune 19 2017 .docx; Talking Points - VERA and VSIP Town Hall Meetings june 19.docx

Hi Everyone,

We received the green light to move forward. Here is the current plan. A mass mailer will be sent out at 2PM. I am attaching it for your information. You are free to have your conversations with staff following the release of the mass mailer. Attached are talking points for your use. There is a section you will need to fill in with your own information. Please remember it is considered a formal discussion and you must invite the union. **Please do not share the mass mailer further.**

Thank you for your patience. Please call if you have questions.

Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 4/17/2017 9:00:46 PM
To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]
CC: DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; ARA [ARA@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: EPA Workforce Reshaping Information
Attachments: Targeted Positions Template .xlsx; vera_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.

5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: HERBERT, ANNIE J [ANNIE.J.HERBERT@cbp.dhs.gov]
Sent: 6/15/2017 11:55:00 AM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Directed reassignments and closing down offices
Attachments: workforce_resaping 2017.pdf

Please see OPM updated guide dated 2017 that includes information on RIF and Transfer of Function.

Thanks
Annie Herbert
HR Specialist
Compensation and Compliance Branch
Staffing Policy, Compensation and Compliance Division
Talent Management Directorate
Office of Human Resources Management
U.S. Customs and Border Protection
317-381-5314

Your feedback is important to us! Click [here](#) to let us know how we're doing.

From: Gray, Linda [mailto:gray.linda@epa.gov]
Sent: Wednesday, June 14, 2017 3:25 PM
To: HERBERT, ANNIE J <ANNIE.J.HERBERT@cbp.dhs.gov>
Subject: FW: Directed reassignments and closing down offices

Hello. See below.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Gray, Linda
Sent: Wednesday, June 14, 2017 3:25 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Directed reassignments and closing down offices

Loretta,

We may have discussed before. Do we have any guidance on if we do directed reassignments, do we have to pay relocation or if we close one office? Example like consolidated labs that are outside of the commuting area.

Let me know if we need to discuss.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 5/4/2017 7:19:19 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Workforce Reshaping One Pager -- any comments due noon tomorrow
Attachments: V-V Discussion Document 5.4.17 (comments).docx; OARM one page business case 5 4 17 (comments).docx

Not sure is they were looking for feedback, some possible edits and comments in attached.

Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Gray, Linda
Sent: Thursday, May 04, 2017 12:04 PM
To: Burbach, Joseph <burbach.joseph@epa.gov>
Subject: FW: Workforce Reshaping One Pager -- any comments due noon tomorrow

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:52 AM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24th.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 4/13/2017 1:26:43 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Documents
Attachments: OARM VERA VSIP Request 10-17-14 FINAL_Redacted.pdf

Linda-

Here you go. FYI—this was from Round 2. OA alone created a business case for Round 1 (they were actually in the throes of applying the authorities and got caught up in Round 1). Let me know if questions. Thanks. D

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Thursday, April 13, 2017 7:51 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Documents

Good morning Debbi. You may have already done so, but can you please send me the business case we sent last time for approval of the VERA/VSIP?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Monday, March 20, 2017 2:14 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Fwd: Documents

FYI- this is material from 2013-15 V/V efforts.

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: March 17, 2017 at 11:13:04 AM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Subject: FW: Documents

From Loretta—happy reading! I highlighted a few things.

From: Hunt, Loretta

Sent: Thursday, March 16, 2017 6:34 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Documents

Per our discussion

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Workforce [Workforce@opm.gov]
Sent: 5/4/2017 4:04:42 PM
To: Workforce [Workforce@opm.gov]
Subject: Handouts for Workforce Reshaping Process and Options
Attachments: VERA request template FINAL.PDF; VSIP request template FINAL.PDF; Top 10 FAQs - VERA and VSIP.PDF; Workforce Reshaping Process and Options.ppt

Good morning,

Please see the attached materials which will be used during this afternoon's event. We look forward to seeing you soon!

If you have questions and plan to view the webcast online, please respond to this email with your questions so we can answer them during the event.



OPM Workforce Reshaping Process and Options

Thursday, May 4, 2017
1:00 PM – 3:00 PM



Agenda

Introduction

Mike Mahoney,
Director, Hiring Policy,
Employee Services

OPM's HR Solutions

Jaron Holmes
Personnel Research Psychologist,
Human Resources Solutions

Workforce Reshaping Options

Cathryn Thornton,
HR Specialist, Hiring Policy,
Employee Services

Market Research Capabilities Among Strategic Partners

James McPherson
Deputy Associate Director, Training &
Management Assistance Program,
Human Resources Solutions

Nuts and Bolts of VERA/VSIP

Break

Reduction in Force (RIF)



Workforce Reshaping Options: VERA/VSIP Reduction in Force

**Cathryn Thornton
Employee Services
U.S. Office of Personnel Management**





Workforce Reshaping Basics



Types of Workforce Restructuring

- Basic Reorganizations or “Reshaping”
- Furloughs (“lay-offs”)
- Reduction In Force (RIF)
- Transfer of a Function (TOF)
- Geographic relocations/Management Directed Reassignments (MDRs)
- Commercial Activities Studies (A-76)



Types of Workforce Restructuring

- Reorganizations: usually occur without an adverse impact to employees, i.e., without loss of pay or benefits. Internal shuffling of resources, movement of functions, people.
- Reduction-in-Force (RIF): term used in most of the federal government for *permanently* reducing the workforce. Can also involve downgrades (demotions). Involves formal, complex procedures regulated by CFR 351.
- Furlough: Employees *temporarily* placed in non-pay status. Sometimes used to avoid an actual RIF. Similar to "lay-offs." Two types - *emergency* ("shut-down") due to a lapse in appropriations; *planned* ("administrative") due to budget or workload shortages. Covered by numerous regulations.



Types of Workforce Restructuring (con't)

- Transfer of Function: can be intra-agency or interagency. Involves formal procedures; also covered by CFR 351 RIF regulations.
- Management Directed Reassignments: including geographic relocations not covered by TOF regulations.
- Commercial Activities Studies: government competes with contractors to retain work in-house vs. contract out. *Current moratorium.*



Workforce Restructuring (con't)

Workforce Reshaping can sometimes result in:

- **Adverse** or ***involuntary*** outcomes for employees
- RIF, downgrade, and furlough are examples of ***involuntary*** or ***adverse*** measures
- Therefore, ***voluntary*** measures may be offered in order to mitigate possible adverse outcomes
- VERA and VSIP are examples of ***voluntary*** options



What is VERA?

- Commonly called “early out”
- Temporarily lowers the age and service requirements in order to increase the number employees who can retire during periods of substantial restructuring, reshaping, downsizing, or reorganization
- Each retirement system, FERS and CSRS, have age and service requirements for the early-out



VERA Eligibility

Must have at least 20 years of service and age 50+ or have 25 years of service at any age

- CSRS – 1/6 per month or 2% per year permanent annuity reduction for each year under 55
 - FERS – No reduction
- Must have been on the agency's rolls at least 31 days before the request
- Must occupy a position covered by the approved agency plan
- Must retire by the agency-specified date
- Must not have received a notice of involuntary separation for misconduct or performance
- Must not be serving on a time-limited appointment



What is VSIP?

- Commonly called a “buyout,” it
- Allows agencies that are ***downsizing*** or ***restructuring*** to offer employees lump-sum payments as an incentive to voluntarily retire or resign



What is VSIP? (con't)

- Buy-out/Payment is the lesser of:
 - \$25,000, or
 - Amount of your severance pay entitlement
- VSIP is subject to applicable taxes
- Paid as a lump-sum after employee separates
- **VSIP recipients must REPAY the ENTIRE amount before taxes if reemployed w/government within 5 years.**



VERA/VSIP Options

- Eligible employees in covered positions may apply for:
 - “Regular” retirement (aka “*optional*” retirement) with a VSIP incentive
 - *Early* retirement under a VERA authority with a VSIP incentive; or may
 - *Resign* voluntarily with a VSIP incentive



Why offer a VSIP?

VERA and VSIP are strategic workforce planning tools that an agency might use to help reduce or reshape the workforce due to:

- **Budgetary Shortfall** - the organization is faced with potential personnel budget shortfalls
- **Skills Imbalance** - there are positions with obsolete skill requirements and a need to establish new positions that require different skills to accomplish the mission



OPM and OMB Roles

- OPM approves VERA requests
- OPM and OMB *jointly* review VSIP requests
- OPM issues the actual approval once OMB concurs with the request



Agency Plans – Determining Covered Positions

- Should use a *targeted* approach vs. including every position in the organization, except in total closure situations
- Targeted approach means deciding what occupations series, grades, and locations should be covered
- How many “slots” (and cost and savings to be achieved)
- Caps/limits to avoid unmanageable # of departures
- Which positions will be ***abolished*** vs. ***restructured***



Examples of restructuring include:

- A change in series, grade, or full performance level (career ladder) of the position.
- A geographic relocation outside of the commuting area, such that if the incumbent declines relocation he or she may face separation and be eligible for severance pay, which in most cases (not all), is more costly than the VSIP payment.
- Delaying, reducing supervisory positions/span of control and either abolishing the supervisory position if vacated or restructuring to non-supervisory.
- Changes to the skills required, even if the series and grade remain the same, in which case we will look for a specific description of the "old" and "new" skills required.



What VSIP is NOT intended for

- To avoid dealing with employee performance deficiencies: while the law allows for use of VERA/VSIP to address “obsolete skills,” these result from fundamental changes to the **position**, versus situations where the skills needed have not changed but an individual employee is unable to perform the work
- To “be fair” and “give everyone a chance to get the buy-out.” VSIP/VERA is not an employee entitlement and should not be used in areas of the organization not impacted by downsizing or reorganization.
- Solely to create promotion opportunities or career ladder development. While succession planning is a requirement of agencies, positions for which a VSIP is paid must change in some way if refilled following the VSIP payment.
- To avoid providing training or retraining for certain categories of employees, e.g., retirement eligible employees whom the agency does not want to invest in training required for the position. Withholding training opportunities based on this could be an ADEA violation or a Prohibited Personnel Practice.



Basic Eligibility for VSIP

When an agency has received approval from OPM to offer VSIP any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
- Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
- Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
- Not be included in any of the ineligibility categories listed below.



Ineligibility for VSIP

Employees in the following categories are not eligible for a VSIP:

- Reemployed annuitants;
- Have a disability such that the individual is or would be eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or poor performance;
- Previously received any VSIP from the Federal Government;
- During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
- During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
- During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.



POST VSIP ACTIONS

- Prior to January 4, 2016, OPM required quarterly reports from agencies, following the Fiscal Year, for their VSIP/VERA usage
- Effective January 4, 2016, in accordance with Executive Order (EO) 13583 of August 18, 2011, OPM eliminated this requirement
- Final rule published in the Federal Register:
<http://www.gpo.gov/fdsys/pkg/FR-2015-12-04/html/2015-30638.htm>



Workforce Restructuring Guidance

OPM VSIP GUIDE

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/guide.pdf>

OPM VERA GUIDE:

http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/vera_guide.pdf

OPM Workforce Reshaping Handbook:

https://www.opm.gov/policy-data-oversight/workforce-restructuring/reductions-in-force/workforce_reshaping.pdf



Governing Statute & Regulation

Statutory & regulatory bases for VSIP:

5 U.S.C. 3521

5 U.S.C. 2105

5 CFR Part 576

Statutory and regulatory bases for VERA:

5 U.S.C. 8336(d)(2)(D) for CSRS

5 U.S.C. 8414(b)(1)(B) for FERS

5 CFR Part 831.114 for CSRS

5 CFR Part 842.213 for FERS



VERA/VSIP Requests

VERA/VSIP Requests are submitted to:

Deputy Associate Director

Recruitment and Hiring

U.S. Office of Personnel Management

1900 E Street, NW Room 6500 Washington, DC 20415

Concurrently, requests can also be emailed to the following:

employ@opm.gov



Questions?

If you are viewing the webcast, please send
your questions to workforce@opm.gov





Overview of the Reduction in Force Process



What is Reduction in Force (RIF)?

- Process by which agencies determine who is impacted and how when Federal positions are abolished or downgraded
- Based on objective criteria (non-personal)
- The focus is on protecting employee's retention rights



When is RIF Required?

- *Both* the *action* to be taken and the *reason* for the action determine when RIF must be used:

Action to be taken: involuntarily separation, downgrade, or certain furlough actions*

Due to: Lack of funds, shortage of work, reorganization, insufficient personnel ceiling, exercise of reemployment or restoration rights, and certain reclassification actions

*Furlough duration determines if RIF or adverse action procedures apply



Management Alternatives to RIF

- Hiring freezes, attrition, temporary or term appointments instead of permanent
- Management directed or voluntary reassignments
- Aggressive transition/placement programs
- Voluntary Early Retirement Authority (VERA)
- Voluntary Separation Incentive Payments (VSIPs or buyouts)



Management Decisions

Agency Management (not OPM) Must:

- Consider the positions required to be retained in order to carry-on agency mission, and decide which:
 - Excepted from a hiring freeze
 - Included in VERA and/or VSIP offers
 - Abolished in a RIF
- Provide the reason(s) for the RIF
- Determine the effective date of the RIF



Key Terms in RIF

- These terms apply mainly to RIF:
 - Competitive area
 - Competitive level
 - Retention factors
- Positions in the *competitive area* are organized by *competitive levels* then -
- *retention factors* are applied to each potentially affected employee in that competitive area



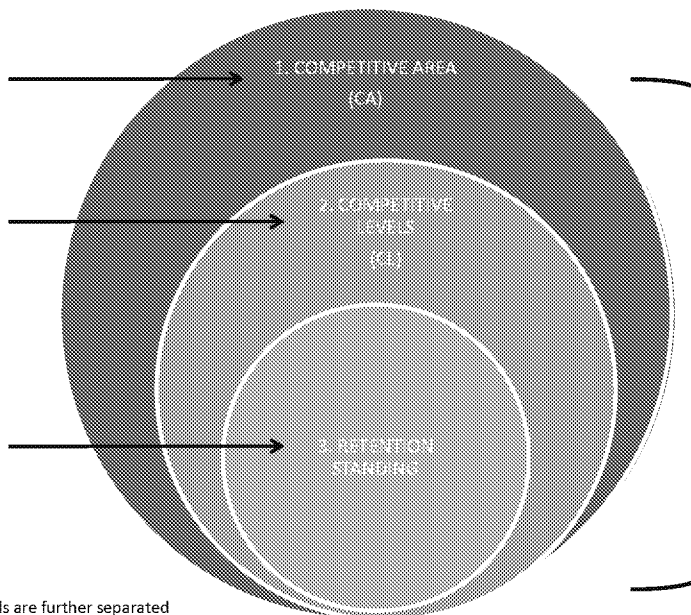
Key Terms in RIF

Scope of RIF competition

Within the CA, positions are grouped by pay plan, series, grade, similar quals, work schedule, and type of service*

Within each CL, employees are placed in retention standing order

*for excepted service, levels are further separated by appointment type w/in the excepted service.



These factors comprise a retention register



Competitive Area

- Defines the limits within which employees compete for retention
- Defined by:
 - Organization
 - Geography (e.g., commuting area)



Competitive Area

- OPM sets the ***minimum*** standard in regulation
 - Organizational: a subdivision of the agency under separate administration
 - Geographical: within the local commuting area
- There is no ***maximum*** standard
 - organizationally: could be defined agency-wide
 - geographically: could be defined nationwide

Agencies determine CAs within these standards



What is “Separate Administration”?

- The subdivision is separately organized
- It is clearly distinguished from other units with regard to:
 - Operation
 - Work function
 - Staff
 - Personnel management
- The unit has authority to take or direct personnel actions (e.g., establish or abolish positions)



Local Commuting Area

- Is established by the agency
- Must comply with the regulatory definition, which is the: "...geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment."
- Note that there is *no mileage standard*



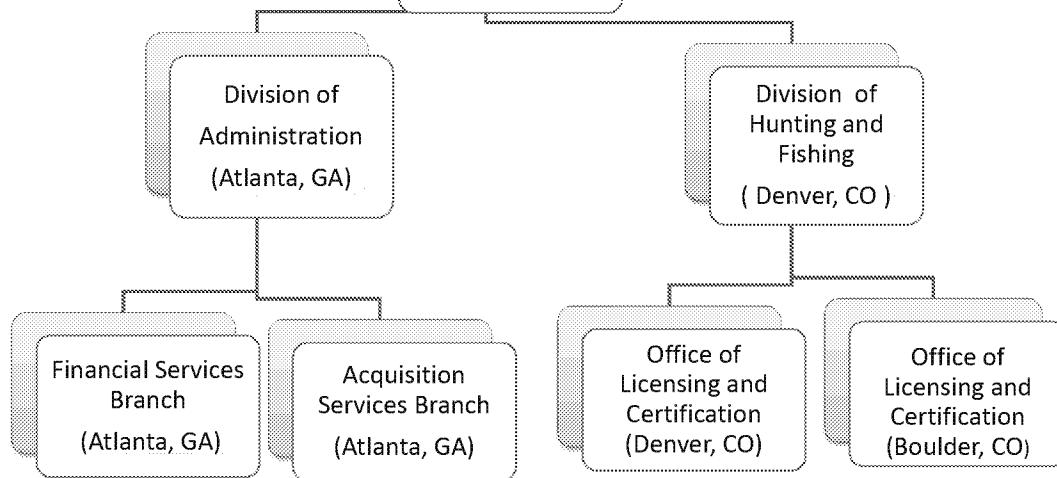
Sample Competitive Area (CA)

Each organization/subdivision operates under "Separate Administration."

The local commuting area for the Division of Administration and its subunits = Atlanta, GA

XYZ Agency,
Headquarters,
Washington DC

For the Offices of Licensing and Certification, the agency has defined Boulder and Denver, CO as separate local commuting areas. They are about 30 miles apart.





Competitive Area – Organizational Boundaries

A RIF must take place in the Financial Services Branch of the Division of Administration, of the XYZ Agency. For the purposes of this example, assume each organization/subdivision meets the “separate administration” standard.

What is the *minimum* organizational boundary for the competitive area, based on what we know?

- ✓ The Financial Services Branch.

Must the competitive area encompass the Acquisition Branch?

- ✓ No. In our example, the Financial Services Branch and the Acquisition Branch are under separate administration.

Could the agency decide to include the Acquisition Branch in the CA?

- ✓ Yes. While CA’s must meet a minimum standard, there is no maximum required.

Could the agency decide to include the Division of Administration?

- ✓ Yes. While CA’s must meet a minimum standard, there is no maximum required.

Could the agency decide to include the entire agency, organizationally, in the CA?

- ✓ Yes. Again, the agency must meet the *minimum* standard, but can increase the scope of the CA as they see reasonable and fit.



Competitive Area – Geographical Boundaries

A RIF must take place in the Office of Licensing and Certification in Denver.
The agency has defined “local commuting areas” as shown in the org chart.

What is the minimum geographic boundary the agency can assign for the CA?

- ✓ The minimum is what they have defined as their “local commuting area.”
So in this example, Denver and Boulder, Colorado.

Must the agency allow employees in Denver to compete with employees in Boulder in a RIF?

- ✓ No, not based on how they’ve defined their geographic boundaries, i.e., Boulder and Denver.

Does it matter that Boulder and Denver are only about 30 miles apart?

- ✓ No. There is no mileage standard prescribed under the RIF regulations in defining local commuting areas.



Competitive Area (cont.)

- In the example of the Financial Services Branch, the minimum competitive area would be "Competing Employees in the Financial Services Branch located in Atlanta, GA."
- At the agency's discretion, they could widen competition to include all of the Division of Administration, Atlanta Georgia.
- Or, the XYZ agency could allow RIF competition Agency-wide, all locations.
- In the example of the Office of Licensing and Certification, the minimum competitive area would be "Competing employees in the Office of Licensing and Certification located in Denver, CO."
- At the agency's discretion, they could widen competition to include the Office of Licensing and Certification in Boulder, CO as well.
- Or, the XYZ agency could define their CA to be agency-wide, all locations.



Competitive Areas and Telecommuting Employees

- The same definition and standards for Competitive Areas in 351.402 apply to work performed directly on-site as to work performed remotely or by telecommuters
- Agencies still draw geographical and organizational boundaries using the regulatory minimum standard
- This could mean that geographically dispersed employees are in the same organizational unit, but in different local commuting areas
- Agencies then must decide, after meeting the minimum standard, how wide they want to open up the RIF CA.



Some Points to Consider in Defining a CA

- Is the need for a RIF spread throughout the organization or agency?
- Or is it confined to a particular function or organization?
- Is the organization impacted geographically dispersed?
- How many positions and people are impacted – a dozen? Several hundred? A few thousand? Is the entire agency being closed?
- Can we reasonably manage a RIF using the CA definition we've come up with?
- If your CA spans different commuting areas, have you accounted for relocation costs?

Coming up with the scope of RIF competition, or the Competitive Area, is to strike a balance between manageability, cost factors, and the ability to minimize disruption to the mission while optimizing placement opportunities for employee (and limiting adverse measures).



Competitive Level

- All jobs in the ***competitive area*** grouped by:
 - Pay Schedule (e.g., GS, WG, or pay banded positions)
 - Classification series
 - Grade (or level) and
 - Duties and qualifications (“specialty” or “sub codes,” as needed to further delineate qualifications)
- Further Separated by:
 - Service (competitive vs. excepted)
 - Work schedule (e.g., full-time, part-time, seasonal)
 - Within the excepted service, by appointing authority



Sample Competitive Levels

PP-Series-Grade- Sub code - Work Schedule – Service -			Appt Authority	
GS-0201 -12	(0-STA)	Full Time	Competitive	-----

GS-0301-14	(0-PRG)	Full Time	Competitive	

GS-0802-09	(0-MCH)	Full Time	Excepted	
Schedule D				
WG-2602-10	-----	Part Time	Competitive	-----

WG-4206-07	-----	Seasonal	Competitive	

Note: RIF sub codes, or "specialty codes" are not prescribed by OPM, but rather defined and used at the agency's discretion, to

Date/Time

44



The 4 Retention Factors

Within a Competitive level, in a Competitive Area, employees are arranged in order of:

1. Tenure (e.g., career, career-conditional)
2. Veterans' Preference
3. Length of Service
4. Length of service as adjusted for Performance Credit



Tenure

- Competitive service tenure groups:
 - I = Career
 - II = Career-conditional
 - III = Term, Indefinite
- Excepted service tenure groups:
 - I = Permanent
 - II = Serving trial period
 - III = Time-limited

NOTE: Most temporary employees are in Tenure Group 0 (no RIF rights)



Veterans' Preference for RIF

Veterans' preference for RIF requires release or discharge from active duty from the armed forces under honorable conditions, and:

- Served during the period 04/28/52 to 07/01/55
- Served for more than 180 consecutive days during the period 01/31/55 before 10/15/76; or between 09/11/01 and 08/31/10;
- Served between 8/2/90 to 1/2/92;
- Received a campaign badge or expeditionary medal;
- Has a service-connected disability or
 - Is entitled to derived preference (spouse, widow, widower, and mother)
- Is entitled to Sole Survivorship preference per 5 U.S.C. 2108(3)



Veterans' Preference for RIF cont.

- A military retiree is not a preference eligible for RIF unless:
 - Retirement was based on combat disability;
 - Retirement was based on less than 20 years of service; or
 - Retiree has been a Federal employee continuously since 11/30/64
- Rank at retirement also matters



Veterans' Preference Subgroups

- Subgroup AD = Preference eligible with a 30% or more service-connected disability
- Subgroup A = Preference eligible for RIF
- Subgroup B = Not a preference eligible for RIF and non-veterans



Length of Service

- Total federal and military service (not just service in the agency)
- Retired military -- only service in a war or campaign or expedition is creditable
- “Length of Service” is sometimes referred to informally as “seniority”



Performance Credit

- Credit assigned three most recent ratings of record received w/in previous 4 years
- Each rating equals a number of years' credit
- Rating credits are averaged, rounded up to the next whole number



Crediting Performance(cont.)

- Standard rating pattern
 - Outstanding = 20 years
 - Exceeds fully successful = 16 years
 - Fully successful = 12 years
- Mixed rating patterns
 - Agency sets values for each rating pattern between 12 and 20
- No credit for less than fully successful rating



Retention Standing

- Retention standing is a formula applied to each employee
- Combines the four retention factors (tenure, veterans' preference, length of service, performance)
- Ranks each competing employee in relation to others



Retention Factors - Example

- Tenure: Career
- Veterans' status: non-veteran preference
- Service Computation Date: 6/27/97
- Performance Credit = 12
(average of 3 fully successful ratings)
- 6/27/97 SCD – 12 performance credit = SCD
of 6/27/85

On a retention list, shows up as IB – 6/27/85



A Quick Quiz

Put the RIF retention factors in order,
beginning with the most important factor

A. Seniority

C. Performance ratings

B. Veterans' preference

D. Tenure



RIF Retention Factors in Order

- D.** Tenure
- B.** Veterans' preference
- A.** Seniority
- C.** Performance ratings



Retention Register

- A retention register is a list of all competing employees in retention standing order
- May be listed two ways
 - By competitive level
 - By competitive area, often called an absolute or master retention register



Master Retention Register

(example)

Name	Vet PRF	SCD	PP-Series-Gr	Sub Code	WS	Service	AA
Alton	IAD	1/1/75	GS-201-12	(0-STA)	FT	C	
Reginald	IA	7/7/65	GS-201-11	(0-CLS)	FT	E	VRA
Barbara	IA	2/2/72	GS-201-12	(0-STA)	FT	C	
Devon	IA	9/9/73	GS-201-09	(0-SYS)	FT	C	
Carla	IA	3/3/89	GS-201-12	(0-STA)	FT	C	
Ian	IB	6/6/83	GS-201-09	(0-SYS)	PT	E	Sch D
Patricia	IB	4/4/88	GS-201-12	(0-STA)	FT	C	
Tamara	IB	8/8/88	GS-201-11	(0-CLS)	FT	C	
Edward	IIA	5/5/85	GS- 301-11	(1-PRG)	FT	C	
Joe	IIB	2/2/78	GS-201-09	(0-SYS)	FT	C	

Vet PRF = Veteran's Preference

SCD = Service Computation Date

PP = Pay Plan

Gr = Grade

WS = Work Schedule

FT = Full Time

PT = Part Time

AA = Appointing Authority



Round 1 Competition

- Abolished positions are noted on the retention registers in affected competitive levels
- Competition rules determine who stays in the competitive level and who is released
- Most released competitive service employees go on to Round 2 competition



Round 1 Competition

Competitive Level: GS-201-12 (0-STA) FT CS

Alton	IAD	1/1/75	GS-201-12
Barbara	IA	2/2/72	GS-201-12
Carla	IA	3/3/89	GS-201-12
Patricia	IB	4/4/88	GS-201-12

(on the Master List, red font indicates Patricia's position identified for abolishment, by way of example)



Round 2 Competition

- Assignment Rights -- **Competitive** service employees released in Round 1 with at least a minimally successful rating may:
 - Bump: Displace an employee in a lower tenure group or a lower subgroup within the same tenure group, IF qualified
 - Retreat: Displace an employee in the same subgroup with less service IF held the job before



Assignment Rights

- In determining if the employee is “qualified” apply the “undue interruption” standard, i.e.,:
- “...a degree of interruption that would prevent the completion of required work by the employee 90 days after the employee has been placed in a different position under this part...” (see full definition at 351.203).
- Excepted service and tenure group III employees have assignment rights only if granted by the agency



Assignment Right Requirements

- Assignment rights are to an available position
 - Will last at least 3 months
 - Is in the competitive service and in the same competitive area
 - Is the same work schedule (full-time, part-time)
 - Is within 3 grades or intervals
 - Subgroup AD can retreat 5 grades or intervals



Bump

- Displace an employee
 - In a *lower* tenure group
 - For example, a Tenure Group I can bump anyone in Group II or III; OR
 - In a lower subgroup (but same tenure), e.g.:
 - IAD can bump IA or IB
 - IA can bump IB
 - IIAD can bump IIA or IIB
 - IIA can bump IIB
 - Position bumping to is no more than 3 grades (or intervals) below position from which released



Bump Example

- Edward (IIA 1/1/85), a GS-301-11 (1-PRG), can
- bump Joe (IIB 2/2/78), a GS-201-9 (0-SYS) because:
 - Ed's IIA subgroup is higher than Jo's IIB subgroup
 - Ed ***qualifies*** for Jo's GS-201-9 job
- It does not matter that Ed never held a 201-9 or that Joe has more service



Retreat

- Means to displace an employee:
 - In the same tenure group and subgroup
 - With less service
 - If held the same job, or an essentially identical one, on a permanent basis in the Federal service



Retreat Example

- Patricia (IB, 4/4/88), a GS-201-12 (O-STA),
- can retreat to the GS-201-11 (O-CLS)
- held by Tamara (IB, 8/8/88)

Because

- Both Pat and Tamara are in the **same subgroup**
- Patricia has **more service** than Tamara
- Patricia **formerly held** Tamara's GS-201-11 (CLS) position, or an essentially identical one



Employee Rights

- 60-day specific RIF notice (this is the regulatory minimum – could be more in a Collective Bargaining Agreement (CBA))
- Review retention register and official records related to the employee's RIF action
- Appeal or grieve a downgrade or separation
 - To the Merit Systems Protection Board (MSPB)
 - Under negotiated grievance procedure if RIF is not excluded



Benefits Information

- If downgraded
 - Grade or pay retention
 - Repromotion priority

- If separated
 - Severance pay *or* annuity
 - Unemployment compensation (varies by state; Department of Labor regulates)



Agency Counseling

- Benefits Counseling on:
 - Life Insurance and health benefits
 - Severance pay or retirement options
 - Thrift Savings Plan options



Agency Counseling (cont.)

- Career transition and placement assistance
 - Career Transition Assistance Plan (CTAP) - priority to stay with agency
 - Reemployment Priority List (RPL) - priority to return to agency
 - Interagency CTAP (ICTAP) - priority in other agencies
- Employee Assistance Programs (EAP)



On-line Tools for Agencies

- RIF law, 5 U.S.C. 3501 – 3504
 - <http://uscode.house.gov>
- RIF regulations, 5 CFR part 351
 - <http://ecfr.gpoaccess.gov>
- Various policy guides located on OPM's website:
<https://www.opm.gov/policy-data-oversight/workforce-restructuring>
 - Workforce Reshaping Operations Handbook
 - Restructuring alternatives
 - Career Transition Programs: CTAP, ICTAP, and RPL
 - Benefits for Impacted Employees



Questions?

If you are viewing the webcast, please send
your questions to workforce@opm.gov





OPM's Human Resources Solutions

**Jaron Holmes
and
James McPherson
Human Resources Solutions
U.S. Office of Personnel Management**





OPM HR SOLUTIONS *by government, for government*

OPM's HR Solutions



As part of its mission, OPM provides technical assistance to federal agencies to meet their most critical human capital challenges. OPM's HR Solutions is dedicated to providing exceptional human resources products and services to meet the dynamic human capital and training needs of the federal government.

OPM's HR Solutions is operated by federal employees for federal employees. We are uniquely positioned to assist your agency in meeting its mission goals through customer-focused, optimal human capital management solutions.

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Who We Are

OPM HR Solutions is dedicated to providing exceptional human resources products and services to meet the dynamic human capital and training needs of the Federal government.

Our Services

OPM HR Solutions is government-owned and government-delivered and provides services across the entire HC lifecycle.

Your Benefits

Ease. Compliance.
Expertise. Speed.

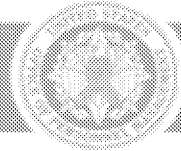
We make people and organizations better!



THE GREATEST JOB IN AMERICA IS

serving the public

Theodore Roosevelt



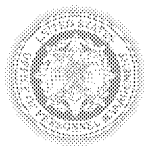
OPM.GOV



How We Work

Service Delivery Model

Federal Employees	<p>Professional staff, dedicated to your success</p> <p>Uniquely positioned to help Federal agencies meet their mission goals through customer-focused, optimal HR solutions</p>
Private Sector Strategic Partners	<ul style="list-style-type: none">• Connect agencies with pre-approved private sector talent• Deliver large-scale human resources initiatives and solutions• Ensure private sector talent is equipped with the necessary Federal HR and training experience• Meet all Federal restrictions and requirements
Blended Solutions	<p>Use both Federal staff and private sector partners to accomplish project objectives</p>



Helping You Reshape

Planning a Strategic Approach

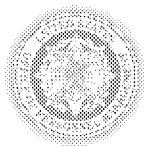
Determine your agency's human capital management plans and strategies.

Implementing Reshaping Options

Select and use Workforce Reshaping options to maintain an effective and efficient workforce.

Sustaining High Performance

Invest in your human capital for short-term wins and long-term success.

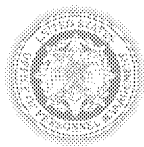


Our Government-to-Government Solutions

- Strategic Planning
- Organization Design & Position Classification
- Workforce Planning
- Competency Modeling & Gap Analysis
- Succession Planning
- Program Evaluation
- Recruitment & Onboarding
- Candidate Assessment & Selection
- Metrics & Reporting
- Surveys
- Performance Management
- Leadership Development
- Management Development
- Online Education & Training
- Employee Assessment
- Reshaping Solutions
 - Reduction in Force
 - RIF Mitigation
 - OPF Review and Competitive Levels
- Technology Systems
 - USA Staffing®
 - USA PerformanceSM
 - USA HireSM
 - USA LearningTM



Meeting Today's Human Capital Challenges



Conclusion

You face tough human capital challenges.

You need a partner that understands your agency and the unique reality of working in the Federal government.

We bring the
**expertise, experience, compliance,
agility, resources, and technology**
that get you from start to solution...
faster and better.

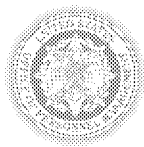


THE GREATEST JOB IN AMERICA IS

serving the public

Theodore Roosevelt

Federal workers are the people that brought you the lunar landing, who rebuilt the world after the war, who cure diseases, fight crime, protect our Constitution, and advance our principles.



Contacts

Tim Letzkus
Senior Business Advisor
Tim.letzkus@opm.gov
(202) 418-0353

On the web at:
www.opm.gov/HRS

Or email at:
AskHRS@opm.gov



Workforce Reshaping Capabilities Among Strategic Partners Associated With the Human Capital and Training Solutions (HCaTS) Contract

May 4, 2017

As part of its mission, OPM provides technical assistance to federal agencies to meet their most critical human capital challenges. OPM's HR Solutions is dedicated to providing exceptional human resources products and services to meet the dynamic human capital and training needs of the federal government.

OPM's HR Solutions is operated by federal employees for federal employees. We are uniquely positioned to assist your agency in meeting its mission goals through customer-focused, optimal human capital management solutions.

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Agenda

- ☐ Overview of Market Research
- ☐ Overview of RFI Responses
- ☐ Overview of Capabilities and Experience
- ☐ Market Research Conclusions



Overview of Market Research

- ☐ Issued Request for Information (RFI) to Strategic Partners (SP) in March
- ☐ Context: Reorganization Executive Order and President's Budget Blueprint
- ☐ Purpose: assess capabilities and experience in Workforce Reshaping

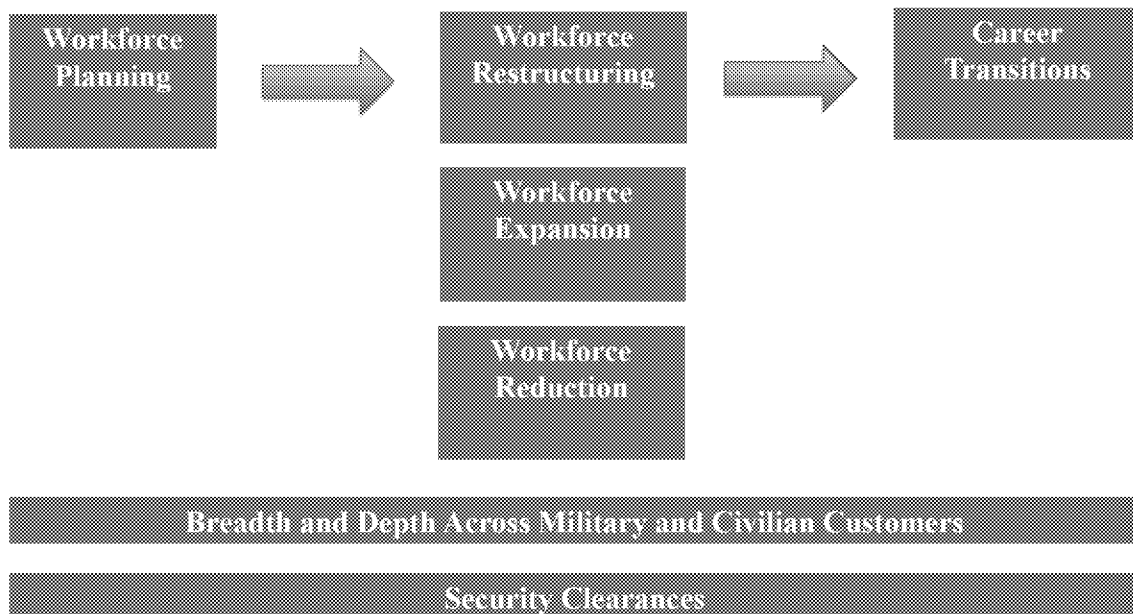


Overview of RFI Responses

- ☐ 48 of 89 (54%) among all SP
- ☐ 22 of 49 (45%) among Unrestricted SP
- ☐ 26 of 40 (65%) among Small Business SP



Overview of Capabilities and Experience





Market Research Conclusions

- ☐ Ample capability and experience in large and small businesses
- ☐ Greatest capability and experience in RIF policy and planning
- ☐ Some with top secret and secret security clearances
- ☐ Few with experience in federal Career Transition programs

Expect a sizable number of competitive responses to RFPs



Questions?

If you are viewing the webcast, please send
your questions to workforce@opm.gov





Thanks for Attending!

Contact Us:

Employee Services: workforce@opm.gov

Human Resources Solutions: askhrs@opm.gov



Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/26/2017 12:19:00 PM
To: Foster, Simona [foster.simona@epa.gov]
Subject: FW: OARM and OHR info
Attachments: OARM.OHR Eligibility 4.25.17.xlsx

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Carpenter, Wesley
Sent: Wednesday, April 26, 2017 8:13 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: FW: OARM and OHR info

Linda:

FYI.

Wes

From: Parker, Gary
Sent: Tuesday, April 25, 2017 11:12 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OARM and OHR info

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 6/13/2017 2:39:01 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Anticipated date to send informal V/V package over for OPM/OMB review--

Thanks

Sent from my iPhone

On Jun 13, 2017, at 10:26 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

We are going to say we will send this Friday (June 16th) with hopes we may be able to send slightly sooner. Let us know if questions. Thanks. DH

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/19/2017 12:32:02 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: Targeted Positions Template .xlsx; vera_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

Importance: High

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)

3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/14/2017 6:00:44 PM
To: Foster, Simona [foster.simona@epa.gov]
Subject: FW: V/V
Attachments: MassMailerVVAannouncementDec2013.docx; All Hands MessagesVV Update Feb2014.docx; MassMailer HooksOARM March2014.docx; OARM VV communication to OA Employees Round 1 Feb2014.docx; ORD VV Summary.docx; Copy of V V Summary Rounds 1and2 4 10 15.xlsx; Theme Excerpt from V-V Impact Report.docx

Importance: High

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, April 14, 2017 1:56 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V
Importance: High

Re-sending COS information from this morning combined with the V/V chart and excerpt on themes from the V/V Impact Report that I sent this afternoon. Now you have it all except for the compiled one-page summaries from all Round 1 and 2 submissions. Loretta will deliver that on Monday. Happy Easter! Debbi

From: Hart, Debbi
Sent: Friday, April 14, 2017 10:47 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: V/V
Importance: High

I've attached a couple of example Mass Mailers released by Bob P. when we initiated Round 1 of V/V. The AA for OARM (Craig at the time) also supplemented Bob's communications with additional information—another example attached. As OPM/OMB approved business cases, more specific info went out to employees in targeted organizations (see OARM communication from Nanci to OA employees attached). In terms of summaries, we prepared brief one pagers summarizing business cases when we sent the full proposal over for approval. I've attached ORD's as an example. Please review and let me know if that will work. Not sure what your timeframe question means, so clarify if possible. As always let me know if there are questions. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM

USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Thursday, April 13, 2017 5:09 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: V/V

Hi – had a meeting with the COS today on this. He would like some information about what we did and how we did it the last time. How did we communicate to staff? Do we have the communication we sent to those in the pool. Can we do a summary of the business cases? Timeframe? Thanks much.

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 7/7/2017 9:54:01 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA/VSIP status update

Back at it on Monday! Great job! Have a nice weekend.

Sent from my iPhone

On Jul 7, 2017, at 5:36 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hello to All-

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/14/2017 5:42:04 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: V-V Business Case Checklist April2017final.docx; Targeted Positions Template.xlsx; VERA-VSIP Overview Presentation April2017.pptx; Guiding Questions WFP revApril2017.docx; VV ExampleThemeJustificationsApril2017.docx; vera_guide.pdf; vsip_guide.pdf

Importance: High

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, April 14, 2017 12:48 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Here is what we've compiled—hopefully the instructions are clear. Feel free to modify message as needed. Merci! Debbi

Greetings EPA Colleagues-

As previously discussed, please find attached VERA/VSIP materials intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/14/2017 5:39:23 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: Excerpt from V/V Impact Report--
Attachments: Copy of V V Summary Rounds 1and2 4 10 15.xlsx

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, April 14, 2017 1:36 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Excerpt from V/V Impact Report--

This should help with understanding the themes. The attached chart shows the numbers of targeted positions, max offers and total departures for Rounds 1 and 2 (FYI--R10's submittal lagged after official Round 2, but I have departure numbers for them if needed.) Does that work for what COS needs? I'll work with Loretta to get all the summaries over on Monday. D

As the EPA's program and regional offices have diverse goals and priorities and a workforce comprising equally diverse occupations, each office was tasked with developing an individual business case to support the need for VERA/VSIP. In order to develop a thorough business case and determine the best course of action for streamlining the workforce, each of the participating program and regional offices utilized a variety of workforce planning methods and strategies. Specifically, each office began by comparing current and future organizational goals with their current workforce demographics data. This analysis determined efficiencies that could be gained while identifying the skill gaps that needed to be closed. Two common rationales were identified by a majority of the offices to support streamlining of the workforce:

Reduce and Restructure Administrative Support Positions – 16 of the 19 participating offices cited a change in administrative support needs as a basis for VERA/VSIP. A sample of the positions targeted for reduction included Miscellaneous Clerk and Assistant (0303), Secretary (0318), Office Automation Clerk (0326) and Environmental Protection Assistants (0029).

Rebalance Grade Structure – 11 of the 19 offices cited the need to reduce the number of positions at senior grade levels in areas where higher level expertise was no longer needed.

Other rationales cited by multiple offices included the need to reduce generalized programmatic positions and reduce the number of attorney and supervisory positions. These changes created opportunities for offices to bring in the skill sets necessary for meeting evolving mission needs and adjust supervisory ratios that were in many cases quite low.

Employee departures may require reorganizations over time and detailed hiring plans to ensure that skill needs are met. Each office will continue to reevaluate workforce plans and critically analyze each potential hiring action to make certain essential skill gaps are being closed to meet the agency's needs.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/14/2017 2:58:13 PM
To: Foster, Simona [foster.simona@epa.gov]
Subject: FW: V/V
Attachments: MassMailerVVAannouncementDec2013.docx; All Hands MessagesVV Update Feb2014.docx; MassMailer HooksOARM March2014.docx; OARM VV communication to OA Employees Round 1 Feb2014.docx; ORD VV Summary.docx

Importance: High

Please print.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, April 14, 2017 10:47 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: V/V
Importance: High

I've attached a couple of example Mass Mailers released by Bob P. when we initiated Round 1 of V/V. The AA for OARM (Craig at the time) also supplemented Bob's communications with additional information—another example attached. As OPM/OMB approved business cases, more specific info went out to employees in targeted organizations (see OARM communication from Nanci to OA employees attached). In terms of summaries, we prepared brief one pagers summarizing business cases when we sent the full proposal over for approval. I've attached ORD's as an example. Please review and let me know if that will work. Not sure what your timeframe question means, so clarify if possible. As always let me know if there are questions. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Thursday, April 13, 2017 5:09 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: V/V

Hi – had a meeting with the COS today on this. He would like some information about what we did and how we did it the last time. How did we communicate to staff? Do we have the communication we sent to those in the pool. Can we do a summary of the business cases? Timeframe? Thanks much.

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/13/2017 11:51:04 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Documents

Good morning Debbi. You may have already done so, but can you please send me the business case we sent last time for approval of the VERA/VSIP?

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Monday, March 20, 2017 2:14 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Fwd: Documents

FYI- this is material from 2013-15 V/V efforts.

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: March 17, 2017 at 11:13:04 AM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Subject: FW: Documents

From Loretta—happy reading! I highlighted a few things.

From: Hunt, Loretta
Sent: Thursday, March 16, 2017 6:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Documents

Per our discussion

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 4/11/2017 11:45:24 AM
To: Foster, Simona [foster.simona@epa.gov]
Subject: FW: Workforce planning materials
Attachments: Eligibility report 4.6.17.xlsx; VSIP Checklist 2017.docx; VERA Checklist 2017.docx; Restructure NonsupervisoryApril2017.docx; Guiding Questions WFP April2017.docx; Templatdraft 4.7.17.xlsx; Example VERA VSIP Justifications April2017.docx; vsip_guide.pdf; vera_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx

Please print for my morning meeting.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Carpenter, Wesley
Sent: Tuesday, April 11, 2017 7:06 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: FW: Workforce planning materials

Linda:

I recommend that Debbi share these attached documents with Donna and John as soon as she gets in the office as we have a meeting with all of them at 11:00 a.m. on the subject matter. To my knowledge, Donna scheduled the meeting. Please advise, so I can close the loop with Debbi. Thanks.

Wes

From: Hart, Debbi
Sent: Monday, April 10, 2017 4:51 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Workforce planning materials

FYI—here is the material we've put together for the Tuesday meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Please let me know if you are comfortable sharing with John/Donna. Thanks. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 6/26/2017 1:11:01 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: Re: OHR 2017 VERA/VSIP Population

Thank you!

Sent from my iPhone

On Jun 26, 2017, at 8:32 AM, Burbach, Joseph <burbach.joseph@epa.gov> wrote:

FYI ----

For discussion and planning purposes, attached lists OHR staff targeted for VERA/VSIP offers (limited to series **Ex. 5 - Deliberative Process**)

Table identifies total and max offers by series as well as employee's VERA and VSIP eligibility. Note several staff are already retirement eligible (shown as N/A in VERA eligible).

For planning purposes, beyond staff who may accept VERA/VSIP offer, OHR has a number of staff in other series (e.g., 201) that are currently retirement eligible.

For remainder of FY17 and beyond, need to be thinking what restructuring would serve OHR best. Considerations include ability to fill positions that become vacant as a result of VERA/VSIP and normal attrition.

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

<Targeted Positions (OHR).xlsx>

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 6/21/2017 1:37:13 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: Re: OARM All Hands Meeting

Thank you

Sent from my iPhone

On Jun 21, 2017, at 9:36 AM, Burbach, Joseph <burbach.joseph@epa.gov> wrote:

Linda/Wes

FYI ---- Not sure if you were able to participate this mornings All Hands Meeting.

John shared information about the agency's VERA/VSIP request to OPM, including numbers and occupational series (broadly). He indicated that once OPM approves EPA's request manager, affected employees would receive a letter advising them they were in the targeted pool. He also suggested that if staff were interested or wanted to know if they were in the pool that they should speak with their office director.

You may get some inquires.

Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 3/21/2017 11:44:27 AM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: Documents
Attachments: VERA VSIP Process July 2013.docx; ATT00001.htm; VERA_VSIP-Executive_Overview highlights.docx; ATT00002.htm; OPM-OMB VERA VSIP Lessons Learned Oct 2014highlights.docx; ATT00003.htm

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Monday, March 20, 2017 2:14 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Fwd: Documents

FYI- this is material from 2013-15 V/V efforts.

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: March 17, 2017 at 11:13:04 AM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Subject: FW: Documents

From Loretta—happy reading! I highlighted a few things.

From: Hunt, Loretta
Sent: Thursday, March 16, 2017 6:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Documents

Per our discussion

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 5/2/2017 12:09:26 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: OHR Information re: Workforce Reshaping

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Gray, Linda
Sent: Tuesday, May 02, 2017 7:33 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OHR Information re: Workforce Reshaping

Lauren,

I updated the chart below.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Lemley, Lauren
Sent: Monday, May 01, 2017 4:11 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

I created the chart below based on my notes from the meeting last week showing possible positions for VERA/VSIP. Can you take a look at the chart and make any edits and fill in any gaps with the necessary information. If you could get this back to me by tomorrow, that would be great. Thanks!

Series	Grade	#	Outcome
0343 (Management and Program Analysts)	Ex. 5 - Deliberative Process		
2210			

303	Ex. 5 - Deliberative Process	
326		
301		

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 7/27/2017 1:09:44 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Final V/V Update as of 7/26/2017
Attachments: V-V Application Tracking Sheet.xlsx

Here is the list of all applications submitted before the deadline. Thanks.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Franklin, Bruce [Franklin.Bruce@epa.gov]
Sent: 4/28/2017 7:35:06 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: ALJ Vera/VSIP

Hi Lynnann and Michael,

As the discussed during the meeting on Wednesday OALJ is already streamlined and understaffed with multiple people previously leaving. One attorney has recently exited and two are on a time limited appointment that **will not** be extended nor renewed, as well as three administrative personnel have moved on to either other positions within the Agency or have left altogether. The paralegal specialist and Information Management Specialist positions are very important to OALJ and should not be considered for elimination/consolidated into another office, but the Information Management Specialist could possibly be performed at a lower level if a buyout was offered. Please let me know if you have any questions. Have a great weekend.

Regards,
Bruce Franklin
Director of Operations
Office of Administrative Law Judges
1200 Pennsylvania Ave., NW
Washington, DC 20460
Phone: 202-564-6214
Fax: 202-565-0044
franklin.bruce@epa.gov

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/6/2017 9:46:16 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: OARM V/V Business Case

I didn't want to submit the names to OHR. We will keep that for our records.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Hitchens, Lynnann
Sent: Tuesday, June 06, 2017 5:45 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: OARM V/V Business Case

Loretta – Attached is the revised business case addressing your comments in Track Changes.
I have also included a clean version of the business case with all changes accepted and comments removed. (OARM business case 6 6 2017 FINAL.docx)

Also attached is the budget information and Excel template, per the original request.

I want to draw your attention to two additional changes that require your review and approval:

- We added some clarifying language to support the inclusion of a single 0343 Program Analyst position in the Cincinnati IRMD Division.
- We added language highlighting the inclusion of the Supervisory Procurement Analyst position in OAM, which would be restructured to a Supervisory Contract Specialist position. This is consistent with OAM's overall move to Contract Specialists, as part of one of our core business functions.

I will be out of the office until Tuesday, please let Lauren, Michael or Jan know if you need anything further from OARM.

Thanks for all of your help,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Friday, June 02, 2017 1:11 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: OARM V/V Business Case
Importance: High

Please see my comments in the attached document and revise accordingly. Also, has OARM provided budget information? If you have any questions, please contact me.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/6/2017 1:30:11 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: V-V Business Case Checklist April2017final.docx

Michael –

Here is my estimate for the first part of the table.

Check list is attached. Please have Christine estimate payroll, etc. and she can work with Lauren to complete the remainder of the chart. Thanks!

This is due COB to Debbi and Loretta.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hitchens, Lynnann
Sent: Friday, May 26, 2017 12:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Did you need all of the budget information? Here is the first table. If you need it today, let me know, and I can put together the second table.

OARM Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Ex. 5 - Deliberative Process

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hart, Debbi
Sent: Friday, May 26, 2017 11:23 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Got it—thank you!

From: Hitchens, Lynnann
Sent: Friday, May 26, 2017 10:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Debbi –OARM’s Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

Wanted you to know that I shared this with the ARAs. Let’s talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.



Voluntary Early Retirement and Voluntary Separation Incentive Payment Authorities

May 2017

What is VERA?

- Commonly called “early out”
- Temporarily lowers the age and service requirements in order to increase the number of employees who can retire during periods of substantial restructuring, reshaping, downsizing, or reorganization.
- Each retirement system, FERS and CSRS, have age and service requirements for the early-out

VERA Eligibility

Must have at least 20 years of service and age 50+ or have 25 years of service at any age

- CSRS – 1/6 per month or 2% per year permanent annuity reduction for each year under 55
 - FERS – No reduction
- Must have been on the agency's rolls at least 31 days before the request
- Must occupy a position covered by the approved agency plan
- Must retire by the agency-specified date
- Must not have received a notice of involuntary separation for misconduct or performance
- Must not be serving on a time-limited appointment

What is VSIP?

- Commonly called a “buyout”
- Allows agencies that are ***downsizing*** or ***restructuring*** to offer employees lump-sum payments as an incentive to voluntarily retire or resign
- Buy-out/Payment is the lesser of:
 - \$25,000, or
 - Amount of your severance pay entitlement

What is VSIP? (con't)

- VSIP is subject to applicable taxes
- Paid as a lump-sum after employee separates
- VSIP recipients must REPAY the ENTIRE amount before taxes if reemployed w/government within 5 years.



VSIP Eligibility

The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the executive branch of the federal government for a continuous period of at least 3 years;
- Be serving in a position covered by the agency VSIP plan (i.e., in the specific geographic area, organization, series and grade); and
- Apply for and receive VSIP approval.



VSIP Ineligible

- Reemployed annuitants;
- Eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or poor performance;
- Previously received any VSIP from the federal government;
- Recipient of a student loan repayment during the 36-month period preceding the date of separation;
- Recipient of a recruitment or relocation incentive during the 24-month period preceding the date of separation; and
- Recipient of a retention incentive during the 12-month period preceding the date of separation.

VSIP Options

- Eligible employees in covered positions may apply for:
 - “Regular” retirement (aka “*optional*” retirement) with a VSIP incentive
 - *Early* retirement under a VERA authority with a VSIP incentive; or may
 - *Resign* voluntarily with a VSIP incentive

Why offer VERA/VSIP?

VERA and VSIP are strategic workforce planning tools that an agency might use to help reduce or reshape the workforce due to:

- **Budgetary Shortfall** - the organization is faced with potential personnel budget shortfalls
- **Skills Imbalance** - there are positions with obsolete skill requirements and a need to establish new positions that require different skills to accomplish the mission

Can an Organization Offer Only VERA or VSIP?

- Yes; however, offering one without the other may limit the number of employees willing to leave.

Can an Organization Only Offer VSIP to Early or Optional Retirement Eligibles?

- Technically, yes. However, when considering retirement eligibility to determine the categories of employees who will be offered VSIP, organizations are advised to ensure they are in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.

What are Safe Positions?

- Positions which are included in the VERA/VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.
- Assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as “safe positions” do not have to be restructured if vacated.
- An employee in a targeted position that is not identified as a “safe position” should be reassigned into this position. The organization’s business case must identify and explain any “safe position” plans.

Safe Positions (con't)

Examples

- The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.
- A scientific organization focusing on Superfund Site Remediation is a safe organization, but the office will be reducing capacity and restructuring another organization where staff are in similar occupations with similar qualifications. This will result in the elimination of several supervisory positions in the latter organization. V-V can be offered to supervisors in both organizations, eliminating those that vacate in the latter, and moving supervisors who remain from the affected organization to any slots vacated in the Remediation group that is going to remain as is.

Remember Acceptance is Voluntary

- VERA and VSIP are voluntary attrition authorities.
- *HOWEVER*, these authorities are often used to minimize the agency's need to take ***involuntary*** actions such as:
 - Furloughs ("lay-offs")
 - Reduction In Force (RIF)
 - Transfer of a Function (TOF)
 - Geographic relocations/Management Directed Reassignments (MDRs)
 - Commercial Activities Studies (A-76)

OPM and OMB Roles

- OPM approves VERA requests
- OPM and OMB *jointly* review VSIP requests
- OPM issues the actual approval once OMB concurs with the request



VERA and VSIP ARE NOT!

- A short term solution for budget cuts.
- To be used for anticipated scenarios.
- To avoid dealing with employee performance deficiencies: while the law allows for use of VERA/VSIP to address “obsolete skills,” these result from fundamental changes to the position, versus situations where the skills needed have not changed but an individual employee is unable to perform the work.

What VSIP is NOT Intended for

- To “be fair” and “give everyone a chance to get the buy-out.” VSIP/VERA is not an employee entitlement and should not be used in areas of the organization not impacted by downsizing or reorganization.
- Solely to create promotion opportunities or career ladder development. While succession planning is a requirement of agencies, positions for which a VSIP is paid must change in some way if refilled following the VSIP payment.
- To avoid providing training or retraining for certain categories of employees, e.g., retirement eligible employees whom the agency does not want to invest in training required for the position. Withholding training opportunities based on this could be an ADEA violation or a Prohibited Personnel Practice.

Agency Plans – Determining Covered Positions

- Should use a *targeted* approach vs. including every position in the organization, except in total closure situations
- Targeted approach means deciding what series, grades, and locations should be covered
- How many “slots” (and cost and savings to be achieved)
- Caps/limits to avoid unmanageable # of departures
- Which positions will be ***abolished*** vs. ***restructured***



TARGETING POSITIONS

- Target positions, not employees.
- Do not target critical positions, required positions (e.g., Budget Officer) or direct hire positions (IT Security, Contract Specialists).
 - SES positions will require additional information (e.g., does the agency plan to return the slot to OPM or reallocate to another position within the agency?)

Examples of restructuring include:

- A change in series, grade, or full performance level (career ladder) of the position.
- A geographic relocation outside of the commuting area, such that if the incumbent declines relocation he or she may face separation and be eligible for severance pay, which in most cases (not all), is more costly than the VSIP payment.
- Delaying, reducing supervisory positions/span of control and either abolishing the supervisory position if vacated or restructuring to non-supervisory.
- Changes to the skills required, even if the series and grade remain the same, in which case we will look for a specific description of the “old” and “new” skills required.



JUSTIFICATIONS MUST INCLUDE:

- Detailed summary of how the authorities will be used and the anticipated results.
- An explanation why the requested incentive(s) are an appropriate strategy for making the required workforce adjustments.
- The total number of employees expected to be affected and expected to take advantage of the incentive(s).
- Anticipated budget impact (i.e., direct costs and estimated savings).
- Detailed list of positions that will be impacted and offered the incentive(s) identified by organizational unit, geographical location, occupational category, grade level and any other relevant factors.
- An explanation of how the organization will operate without the eliminated positions.
- Current and proposed organizational charts.

Governing Statute & Regulation

Statutory & regulatory bases for VSIP:

5 U.S.C. 3521

5 U.S.C. 2105

5 CFR Part 576

Statutory and regulatory bases for VERA:

5 U.S.C. 8336(d)(2)(D) for CSRS

5 U.S.C. 8414(b)(1)(B) for FERS

5 CFR Part 831.114 for CSRS

5 CFR Part 842.213 for FERS

POST VSIP ACTIONS

- Prior to January 4, 2016, OPM required quarterly reports from agencies, following the Fiscal Year, for their VSIP/VERA usage
- Effective January 4, 2016, in accordance with Executive Order (EO) 13583 of August 18, 2011, OPM eliminated this requirement
- Final rule published in the Federal Register:

<http://www.gpo.gov/fdsys/pkg/FR-2015-12-04/html/2015-30638.htm>

Questions?





OHR CONTACTS

Debbi Hart

hart.debbi@epa.gov

202-564-2011

Loretta Hunt

hunt.loretta@epa.gov

202-564-6963

The Agency is continuing its agency-wide efforts to conduct a VERA/VSIP in the coming months in partnership with its labor unions. OARM is in the process of reviewing the program and regional offices VERA/VISIP business cases and will consolidate these into one agency-wide business case which will be submitted to the Office of Personnel Management and the Office of Management and Budget for approval within the next 10 days. Every program and region is participating and the agency-wide business case considers factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions, programmatic and STEM priorities, and consolidating and streamlining programs and functions.

In July, OARM will know what positions will be included and expect this number to be limited. Those who accept a VERA/VSIP offer must leave the agency by early September 2017.

Please look for additional VERA/VSIP information from your organization's senior leadership soon. In the interim, I have provided you with some helpful links below.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 6:45:55 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Attachments: EPA Targeted Positions.xlsx; OPM Responses to EPA-Draft Targeted Positions-VSIP.docx.doc
Importance: High

This is bad!!!!!!!!!!!!!!!!!!!!!! We need to talk ASAP.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/16/2017 6:42:16 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: V-V Submission w/MS Edits
Attachments: EPA Prog and Reg Business Cases Tracked Changes 6-16-17 (Post MS Edits).docx

Importance: High

Is attached

Where I struck out material, I added a comment on the side, so you'd know why

Questions? – Let me know

Marvin
(202) 564-7778

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/1/2017 6:39:32 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA VSIP updated list
Attachments: RE: VERA VSIP updated list

See attached

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Tuesday, August 01, 2017 2:36 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP updated list

Hey—Can you please send me whatever you sent to Carol? I feel sort of foolish--I only answered her bc I couldn't see that anyone had responded.

From: Terris, Carol
Sent: Thursday, July 27, 2017 7:28 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: VERA VSIP updated list

Thanks Debbi - Loretta coordinated and we received it

Sent from my iPhone

On Jul 27, 2017, at 7:20 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Carol- I think BJ provided the earlier version and hopefully can update. D

Sent from my iPhone

On Jul 27, 2017, at 11:54 AM, Terris, Carol <Terris.Carol@epa.gov> wrote:

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/16/2017 5:24:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Draft email to OPM re: V/V

Importance: High

Draft

Ex. 5 - Deliberative Process

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov/(202) 564-6963 or Debbi Hart at hart.debbi@epa.gov/(202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

From: Hart, Debbi
Sent: Friday, June 16, 2017 10:35 AM
To: Hunt, Loretta
Cc: Parker, Gary
Subject: call when you're back so we can see where things stand for the VV--her is what we need--

1. Final business cases
2. Final targeted positions template
3. Final org charts (ordered to match business cases?)
4. Final V/V templates (need to consider Linda's comment about providing work from high graded employees to others)
5. Final graphics or agency level analysis

Working on business case review

Also need to update schedule. Gary is out today.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 5:47:07 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: Updated schedule for you to add to 3:00 invite. THX!
Attachments: SSC Schedule V-V June28 2017 .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/7/2017 1:32:45 PM
To: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]
CC: DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 7/7/2017 2:33:31 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hi Debbi,

In Loretta's absence, I propose one additional paragraph be added to the general notice. I've highlighted the additions in green.

Will you consider approval of the proposed additions for R9's memo to its workforce? In 2014 we posted the list of targeted positions and I would like to do the same in the general notice to reduce the questions from the almost 600 employees occupying positions that are not included in the 2017 R9 VV plan.

Regards, Vicki
415-972-3827

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

Ex. 5 - Deliberative Process

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about our VERA/VSIP.

Attachment

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 6:45 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Subject: Automatic reply: V/V Communication Templates

I am out of the office 7/7/17. If you require immediate assistance, please contact Marvin Schulman at schulman.marvin@epa.gov or 202-564-7778. Or, I will respond to your message when I am back in the office.
Thank you.